ezmanager® max

Diabetes Management Software

Glucose management maximized.

International User Guide

with OneTouch® Ping®

Animas® CORPORATION

a Johnson & Johnson company

Note:

- The ezManager® MAX Diabetes Management Software uses mmol/L as the blood glucose unit of measurement.

- Not all devices represented in the example screens in this User guide are available in all countries. However, the version of ezManager® MAX Diabetes Management Software distributed in your area will reference only those devices available in your area.

- ezManager® MAX Diabetes Management Software displays all insulin delivery amounts in units.

- Any downloaded blood glucose values below 1.1 mmol/L will be displayed as 1.0 mmol/L in Logs and Reports. Blood glucose values above 33.3 mmol/L will be displayed as 33.4 mmol/L.

- To use ezManager® MAX Diabetes Management Software successfully, an understanding of basic computer (PC or Mac) skills and terms is necessary, for example “right click”, “mouse over”, “drop-down box”, etc.

- If you download a device that is set to mg/dL and ezManager® MAX Diabetes Management Software is set to display in mmol/L, the displayed values will be in mmol/L.

- There may be slight differences in how information appears on ezManager® MAX Diabetes Management Software screens when using a Mac as compared to a PC.

Technical and Clinical Help

If there is anything you do not understand in this User Guide, or if you need assistance with the ezManager® MAX Diabetes Management Software, contact:

In Canada
Call 1-877-937-7867 Monday-Friday, during regular business hours (EST).

In the United Kingdom and Ireland
Call (free phone) 0800 055 6606 Monday-Friday, during regular business hours (United States EST).

All other countries
Call your local Animas® distributor.

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Introduction

Animas® Corporation is committed to making diabetes management easier for you. We rely on input from pump users, diabetes experts, healthcare professionals and engineers to develop products that put safety, performance and reliability at the forefront of successful diabetes management. ezManager® MAX Diabetes Management Software is an example of this commitment. Its design is based on feedback from people with diabetes and healthcare professionals who wanted an easier way to track blood glucose readings, insulin delivery and carbohydrate intake.

ezManager® MAX Diabetes Management Software enhances your diabetes self-management plan with expanded reporting capabilities and the ability to download records from select Animas® Insulin Pumps and blood glucose meters. At the click of a mouse, you can view your diabetes data, and view or print a variety of easy-to-read reports. The program can also be used to upload* personal settings on select Animas® Insulin Pumps.

To view a list of our products and services:
In Canada, please visit our website at www.Animas.ca.

Indications for Use

The Animas® ezManager® MAX Diabetes Management Software is indicated for use as an accessory to Animas® Insulin Pumps and specified commercially available blood glucose meters. The software supports diabetes management by the patient and/or healthcare professional by allowing for the review, analysis and evaluation of insulin delivery and blood glucose history information.

WARNING: ezManager® MAX Diabetes Management Software is not intended for use in the treatment of extreme high or low blood glucose. Follow your healthcare team's recommendations for treatment of extreme high or low blood glucose. You should never make changes to your treatment plan without first consulting your healthcare team.

*Download and upload features are not available on all Animas® Insulin Pump models.

Note: Throughout this User Guide, ezManager® MAX Diabetes Management Software will often be referred to as simply "the Program". Similarly, "blood glucose" will often be referred to as "BG", and Animas® Insulin Pump(s) will often be referred to as "the pump" or "pumps".

IMPORTANT INFORMATION ABOUT UNITS OF MEASURE

Not all countries or regions use the same unit of measure for glucose readings as their standard. For example, milligrams per deciliter (mg/dL) is the standard in the United States, while millimoles per liter (mmol/L) is the standard in Canada and other parts of the world. The conversion (multiplication) factor to go from mmol/L units to mg/dL units is 18. For example, 5.8 mmol/L converts to 104 mg/dL.

Table of Contents

Table of Contents

Table of Contents

Table of Contents

Desktop Application (Microsoft® Windows®)*

- IBM-compatible PC running Microsoft® Windows® 2000, Microsoft® Windows® XP, or Microsoft® Windows® Vista®
- One available USB or Serial port
- 200 MB free hard disk space
- Minimum 256 MB RAM
- Wireless download cable for ezManager® MAX Diabetes Management Software** (necessary only if you plan to download a pump)
- Download cables for your BG meter(s) (necessary only if you plan to download a BG meter) – cables are available from the BG meter manufacturer

Desktop Application (Mac OS®)*

- Apple® computer running Mac OS® 10.5
- One available USB port with serial-to-USB adapter (serial-to-USB adapter not included)
- 200 MB free hard disk space
- Minimum 256 MB RAM
- Wireless download cable for ezManager® MAX Diabetes Management Software** (necessary only if you plan to download a pump)
- Download cables for your BG meter(s) (necessary only if you plan to download a BG meter) – cables are available from the BG meter manufacturer

* Minimum computer screen resolution of 1024 x 768 is recommended.
** Download accuracy not guaranteed unless the wireless download cable is used.

Note: If you plan on using the Custom Composer feature to create and upload tunes to a pump, you may find it helpful to use a computer with internal or external audio speakers.

Installation

Installing ezManager® MAX Diabetes Management Software

Note: You must have Administrator rights on your computer to install the Program. Check your computer's operating system user manual for details on Administrator rights. Any authorized user can run the Program after it has been installed.

1. Insert the ezManager® MAX Diabetes Management Software CD into your CD-ROM drive.

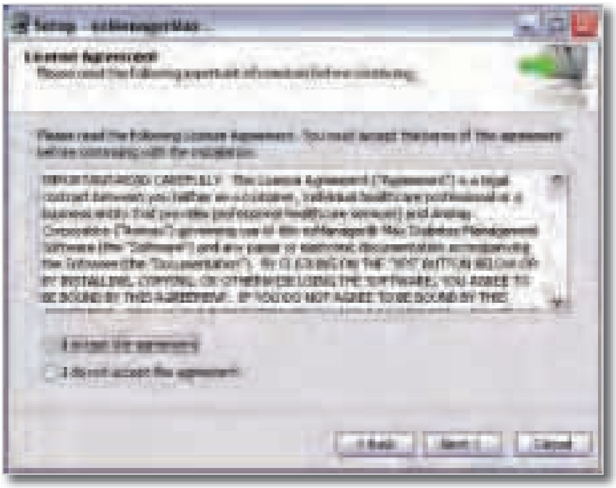
Microsoft® Vista® users – If User Account Control (UAC) is turned on, a User Account Control screen may appear displaying "An unidentified program wants access to your computer". Click **Allow**.

Mac users – You will need to manually start the setup from the ezManager® MAX Diabetes Management Software CD. Double click the ezManagerMax CD icon on the desktop, and then locate and double click on the .dmg Installer file.

2. The Setup Wizard screen should appear after a few seconds. Click **Next**.

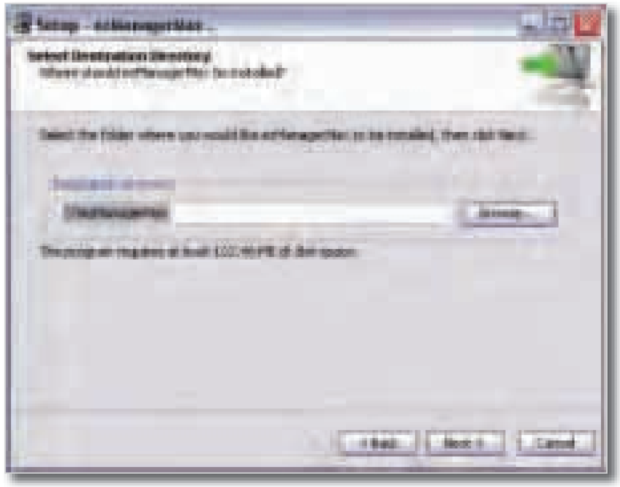
Note: If the Setup Wizard screen does not appear, you can manually start the setup from the ezManager® MAX Diabetes Management Software CD. Find the .exe installer file icon on your CD-ROM drive and double click the icon.

3. On the License Agreement screen, click "I accept the agreement" after you have read the Agreement. Then click **Next**.

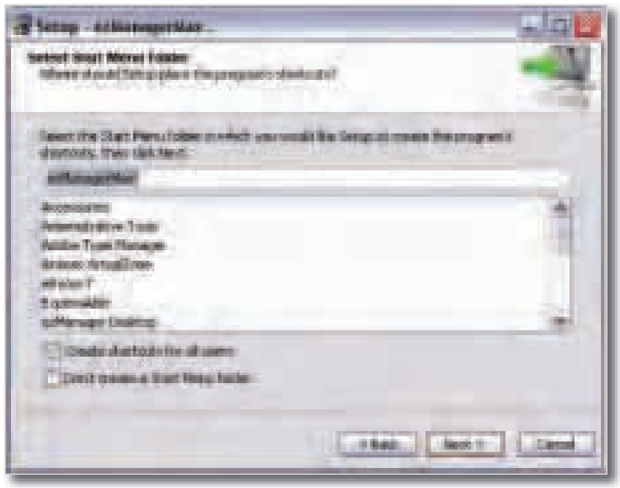


Note: During the installation process, other screens not described by these instructions may be displayed. Follow the prompts to continue the installation.

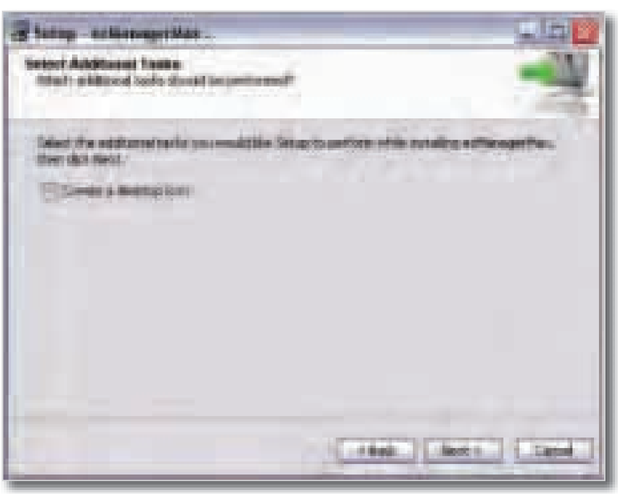
4. The Select Destination Directory screen lets you choose where you want your Program files stored. Click **Next**, unless you wish to change the default directory. *It is strongly recommended that you use the default Destination Directory. If you choose another destination directory, make note of it for future reference.*

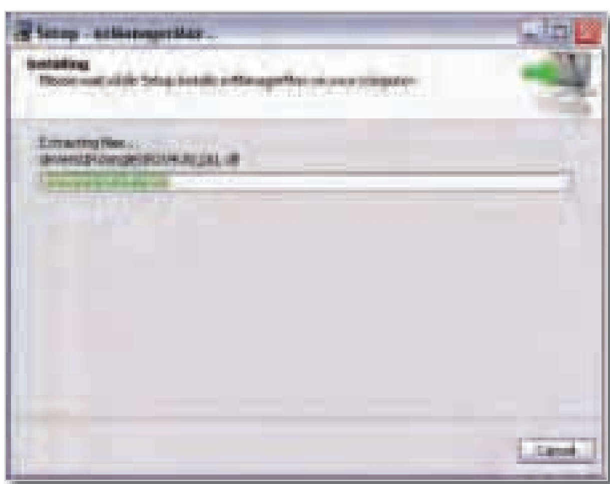


5. **This step is for PC users only. Mac users should skip to step 6**. The Select Start Menu Folder screen lets you choose where you want your Program shortcuts stored. Click **Next**, unless you wish to change the Start Menu Folder.



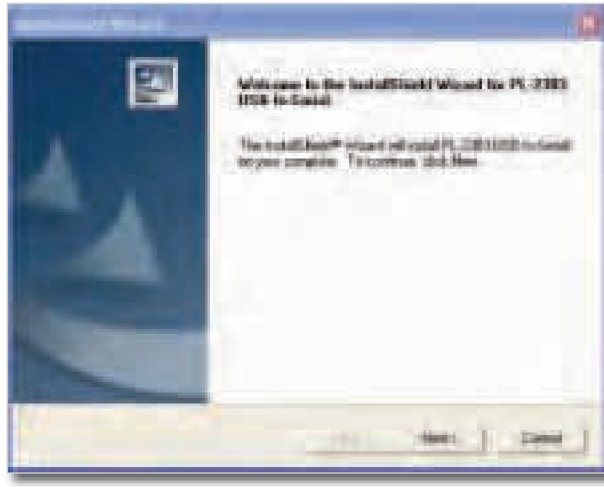
6. The Select Additional Tasks screen lets you create a desktop icon for the Program. Click **Next**, unless you do not want to create a desktop icon. Wait for the Program files to be installed on your computer.





Note: The next two driver installation screens will appear in English.

7. A pop up window will appear for the USB Serial Infrared Device Setup, prompting you to install the driver for your USB IR serial adaptor. This driver is required for your USB wireless download cable to work. Click **Next**.

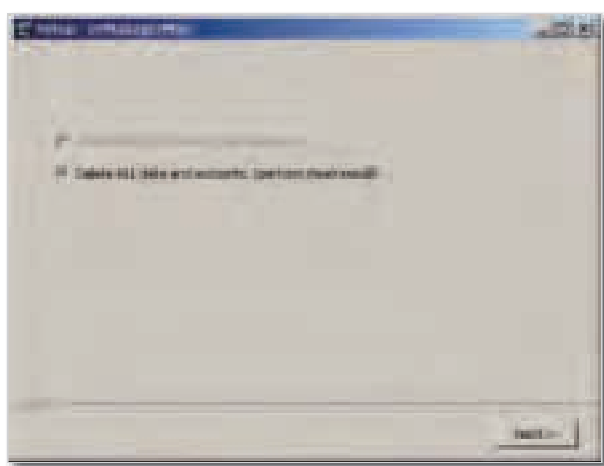


Then click **Finish** after installation is completed. The drivers for your pump download cable are installed automatically.

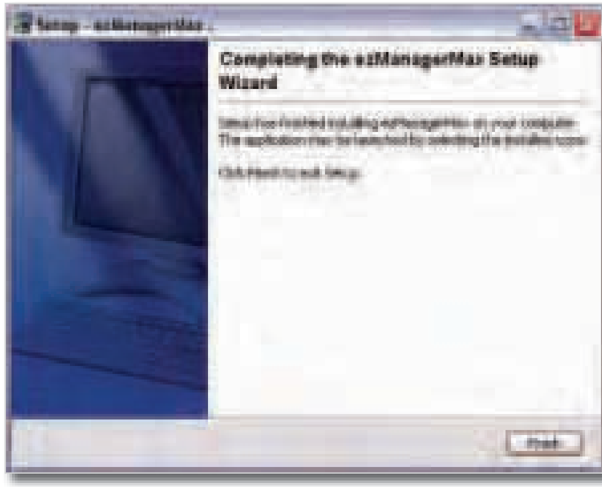
Mac users - You will need to install these drivers manually. After software installation is complete, insert the ezManager® MAX CD and navigate to the "drivers" folder. Click on the folder and then the file inside the folder to start the driver installation. Follow the prompts to install the drivers.

Microsoft® Vista® users - On the USB Driver License Agreement screen that appears during installation, click "I accept the terms of the license agreement" after you have read the Agreement. Then click **Next**. Follow the prompts to install the driver and then **skip to step 8**.

Note: If you reinstall or upgrade ezManager® MAX Diabetes Management Software, this screen will appear during installation. You have the option of either keeping an existing Program database, or creating a new Program database. If you choose to create a new database, all Accounts and data in the existing database will be erased. For new installations, click **Next** to continue with installation.

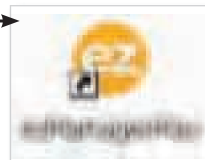


Note: If you have more than one USB port on your computer, it is recommended that you use the same port each time you plug in your wireless download cable. If you plug the wireless download cable into a different USB port, you will need to follow the installation prompts again.



8. On the Completing Setup Wizard screen, click **Finish**.

Once the installation is complete, an **ezManagerMax icon** should appear on your desktop. To open the Program, double click the icon. The first time you open the Program, you will be prompted to register the Program with Animas®. You have the option to register now or after a trial use period. The trial period lets you access the Program a maximum of 5 times. The next section outlines your registration options.

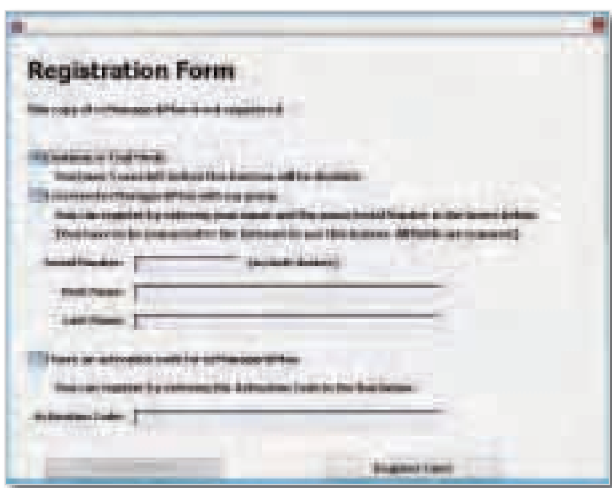


Registration

When you open the Program, you can register it in one of two ways; either by entering the pump serial number, or by entering an activation code provided via email from Animas® Corporation.

1. Open the Program by double clicking the **ezManagerMax icon** on your desktop or hard drive. (PC users can also go to and click *Start*, *Programs*, *ezManagerMax, ezManagerMax.exe.*) The splash screen will appear as the Program loads.

Microsoft® Vista® – If User Account Control (UAC) is turned on, a User Account Control screen may appear when the Program is opened, displaying the message "An unidentified program wants access to your computer". **Click Allow**.



2. The Registration Form screen is displayed.

Trial mode usage

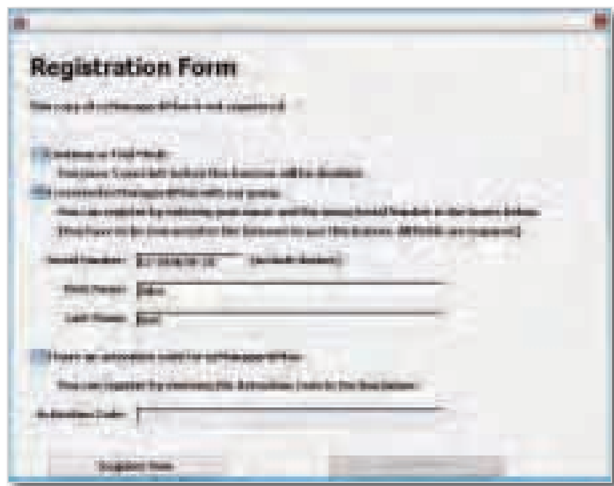
You may access the Program a maximum of 5 times in “trial mode” before registering the Program. If you don’t register by the 5th time you access the Program, you will not be allowed to move past the Registration Form screen until you do so.

1. Click the button indicating you want to **Continue in Trial Mode**.
2. Click **Register Later**.

Registering using the pump serial number

Note: You must be currently connected to the internet to register using the pump serial number.

1. Click the button stating you **received ezManagerMax with the pump**.
2. **Enter the pump serial number** (on the back of the pump), including dashes.
3. Enter **your first and last name** (the name of person who has been prescribed the pump).
4. Click **Register Now**.



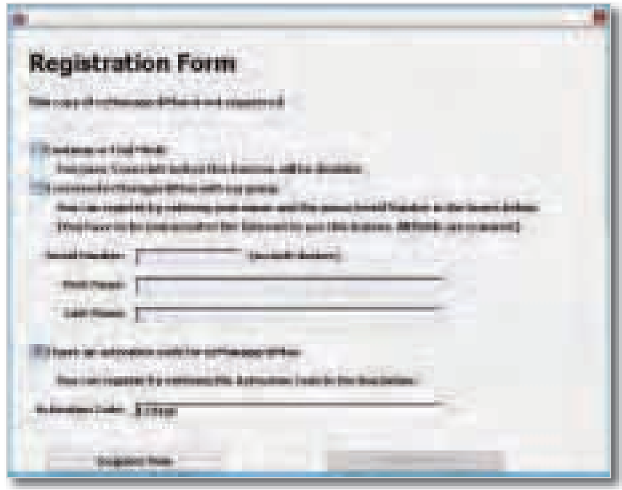
Or, you can register using an activation code

To receive an activation code, email ezManager@anmus.jnj.com with the following information:

- First name
- Last name
- Complete address
- Daytime telephone number
- Pump serial number

Your request will be answered within 48 business hours.

1. When you receive your activation code via email, click the button indicating **you have an activation code for ezManagerMax**.
2. **Enter the activation code exactly as it appears**. Copying and pasting the code directly from the email into the Registration form is recommended.
3. Click **Register Now**.



Once you have successfully registered, the Account Selector screen is displayed. When you open the Program for the first time, there will not be any accounts created or displayed. Once accounts are created, the Account Selector screen will display those accounts as shown in this example.

Opening and Closing the Program

Opening the Program

1. Double click the **ezManagerMax icon** on your desktop or hard drive. (PC users can also go to and click *Start*, *Programs*, *ezManagerMax, ezManagerMax.exe.*)
2. Once you have registered (and logged in if the security feature is enabled), the Account Selector screen is displayed.

The Program ships to you with the security feature disabled. However, you may enable the security feature if desired. For more information on security settings and to add additional System Users, first create a User Account (see Chapter 3) and then enable the security feature (see Chapter 4).

Entering login information (security feature enabled)

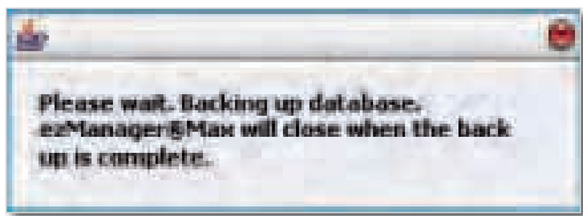
1. If the security feature is enabled, the **login screen** appears when you open the Program.
2. Enter your **username and password**. The username and password are case sensitive, so type them exactly as they have been set up by your System Administrator.
3. Click **Login**.
4. The Account Selector screen is displayed.

> **Note:** To access any other Program features, you must first always open an existing User Account by highlighting that User Account, and then clicking **Open Account** or double clicking the highlighted User Account.

Closing (exiting) the Program

1. Click the "X" at the top right of the Program screen. If you have opened an existing User Account, you may also exit the Program by clicking **File**, **Exit** on the Program screen Task Bar (see Chapter 5).
2. If you have a Report or other pop up window open, first close that window by clicking the "X" at the top right of the Report or window, and then follow step 1 above.

The Program will back up the database each time you close (exit) the Program.



Uninstalling ezManager® MAX Diabetes Management Software

> **Note:** If you uninstall the Program, all Program files will be deleted from your computer. This means any data downloaded from a pump or BG meter, and any pump food database, settings or tune files you may have saved in any of the Program folders will also be deleted. You may wish to save these files to another location if you plan to uninstall the Program so you can access them at a future date. See Chapter 10, *Tools Tab*.

PC users- Go to and click *Start*, *Programs*, *ezManagerMax*, *ezManagerMax Uninstaller*. Click **Next** on the Uninstall screen to remove the Program files from your computer.

Mac users- Go to the Applications folder on your Mac and click on the **ezManager MAX icon**. Then click on *Move to Trash*, or drag the icon to the Trash folder.

Chapter 3: Setting up Accounts

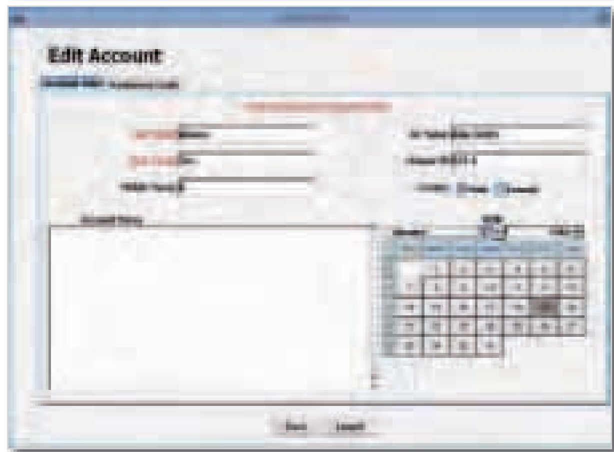
The Program lets you create and store information for multiple User Accounts. You must create at least one User Account before you can download a pump or BG meter, or access any other Program features.

Add (create) and save a new User Account

1. Open the Program by double clicking the **ezManagerMax desktop icon**.
2. Enter your **username and password**, if you have enabled the security feature.
3. Click **Add Account** on the Account Selector screen.
4. On the **Edit Account** pop up window, first enter the following information in the **Account Info tab:**

   Required fields:
   - Last Name
   - First Name

   Optional fields:
   - Middle Name
   - Doctor Name
   - Unique User Account ID (e.g., social security number, patient ID number, etc.)
   - Date of Birth **(Select the Month, Year, and Day in that order. You must press Enter after selecting the Year.)**
   - Gender
   - Account Notes



5. Then click the **Treatment Goals tab**, where you can customize the following information:
   - Day Intervals (times) and Names (labels)
   - BG Treatment Goals for each Day Interval

Day Intervals let you match meals to different blocks of time throughout a typical 24-hour period. Day Intervals will appear at the bottom of most Reports as a quick reference. You may use the default Day Interval times and names, or select your own times and names. Day Interval boxes must be filled in and not left blank to use the Program.

a. As an example, you may choose to consider any data recorded between 6:00 am and 9:00 am as “Breakfast”, and any data recorded between 9:00 am and 11:00 am as “Snack”, etc.

b. You can change Day Intervals times and names by clicking inside the boxes, and entering your changes. *The first Day Interval always starts at midnight*.

Note: Day Intervals organize Program data downloaded from a pump or BG meter based on the times and dates originally recorded with those values. Day Intervals do not utilize or change any meal/mealtime flags that may be stored with these values in the pump or BG meter.

Treatment Goals let you set BG targets. These BG targets can be different from those stored in the pump, and will appear at the bottom of most Reports as a quick reference. You may use the default Treatment Goals or select your own Treatment Goals. Treatment Goal boxes must be filled in and not left blank to use the Program.

6. Once you have entered the desired information, click **Save** to save the User Account information. Click **Cancel** to delete the information or start over.

Edit an existing User Account

1. On the Account Selector Screen, highlight the User Account you wish to edit by **clicking once** on the name. If you double click on the User Account, the Program will open. To return to the Account Selector screen, see *Switch to another User Account* later in this Chapter.
2. Click **Edit Account**.
3. Edit information as desired.
4. Click **Save** to save the User Account changes. Click **Cancel** if you do not wish to save them.

Note: To **view** User Account information once the account has been opened, click the **Settings tab**, and then the **Account Info tab**. User Account information can only be **changed** by following the *Edit an existing User Account* steps outlined above.

Delete an existing User Account

1. On the Account Selector Screen, highlight the User Account you wish to delete by **clicking once** on the name.
2. Click **Delete Account**.
3. A pop up window will appear asking you to confirm that you would like to delete this User Account. Click **Yes** to delete the User Account, or **No** to keep it.

Note: If you delete a User Account, all data previously stored for that User Account will be permanently deleted and cannot be restored.

Open an existing User Account

1. On the Account Selector Screen, highlight the User Account you wish to open by **clicking once** on the name. Then click **Open Account**, or **double click** the User Account you wish to open.
2. The Program is now opened to the **Download/Upload tab**.
3. Check the User Account name displayed in red at the top right of the screen to be sure you have the correct User Account open.

Switch to another User Account

1. Once you have a User Account open, there are two ways you can switch to another User Account.
    a. Click **the User Account name displayed in red** at the top of the Program screen (this is a short cut to the Account Selector screen). Continue with step 2 below.

    or,

    b. Click **File**, **Switch Account** from the Program screen Task Bar. Continue with step 2 below.

2. The Account Selector Screen is displayed.
3. Highlight the desired User Account and click **Open Account,** or **double click the highlighted User Account**.
4. Check the User Account name displayed in red at the top right of the screen to be sure you have the correct User Account open.

Note: When you switch User Accounts, the Program will open to the most recent screen you accessed. For example, if you are in the **Logs tab** and you switch User Accounts, the new User Account will open in the **Logs tab**.

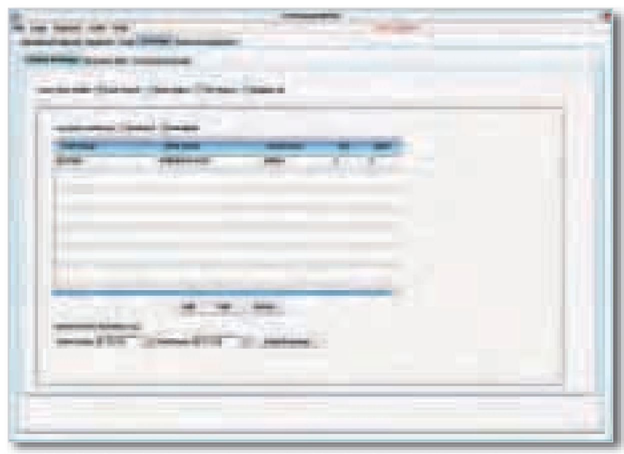
Global Settings

Once you have opened a User Account, the **Global Settings tab** lets you select the sort order for all existing User Accounts. This feature is particularly useful when you have multiple User Accounts established.

Note: Regardless of the time and date format you use on the pump and BG meter, the Program will display times and dates according to the format settings on your computer's operating system.

Changing Global Settings

1. Click the **Settings tab**.
2. Click the **Global Settings tab**.
3. Customize the User Account sort order, by clicking on the desired choice.



Security settings

When the Program is first installed, the security feature will be disabled. To protect the privacy of the User Accounts and their personal health information, you can **enable the security feature** so that only designated System Users can access User Account information. For example, a healthcare provider's office may wish to have multiple members of the staff (System Users) who can access the Program. The **System User Activity Log** lets you see who has opened the Program.

Enable security

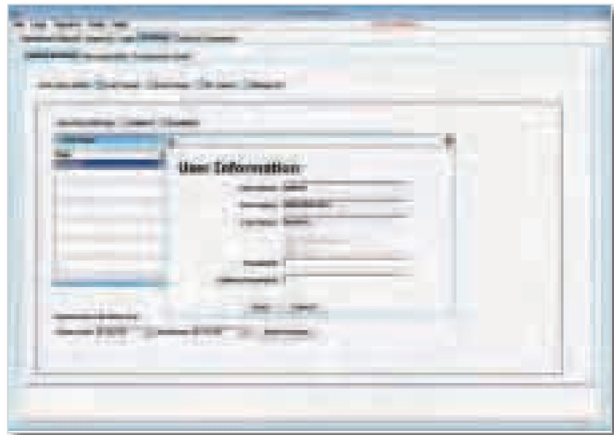
1. Click the **Settings tab**.
2. Click the **Global Settings tab**.
3. Click **Enabled**.
4. Close the Program and re-open it to see the login screen.

(The default System Administrator username is "admin", and the default password is left blank.)

Creating and changing a password for the System Administrator

The System Administrator can add, delete and edit all System Users.

The System Administrator cannot be deleted. You can only change the System Administrator password. *(The default System Administrator Username is "admin", and the default password is left blank.)* **When you edit the System Administrator password, write it down and keep it where you will not misplace it. There is no way to reset the System Administrator password without re-installing a new (empty) Program database. This means all data that has been downloaded and stored from all accounts will be lost during the re-install. If your privacy policy permits, it is suggested you enable Administrator rights for at least one other System User, in case you forget your System Administrator password and you need to access the Program.**

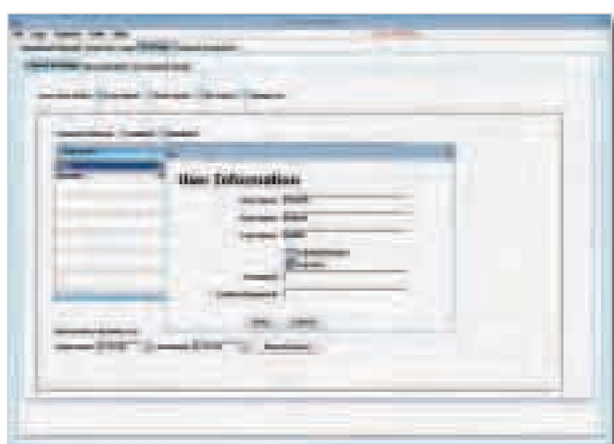


1. With any User Account open, click the **Settings tab**.
2. Click the **Global Settings tab**.
3. Click to highlight the row with the name System Administrator.
4. Click **Edit**.
5. **Write down your new System Administrator password and keep it where you will not misplace it**.
6. Enter the new password and then re-enter it in the Confirm Password box.
7. Click **Save**.

Note: Usernames and passwords are case sensitive. When logging in, be sure to enter the username and password exactly as you have set them up in the steps above.

Creating a System User

When you login as the System Administrator, you can create additional System Users. If you create a System User and check the **Is Administrator** box, that System User has Administrator rights to add, delete and edit other System User information, including changing the System Administrator password. If you leave the **Is Administrator** box unchecked, that System User can only change his/her password.



1. Login as the System Administrator, or as a System User with Administrator rights.
2. Open any User Account.
3. Click the **Settings tab**.
4. Click the **Global Settings tab**.
5. Click **Add**.
6. Enter the username. This will be the name used to login to the Program.
7. Enter the user's first and last names.
8. Check the box next to **Is Active** to activate this System User.

9. Check or uncheck the box next to **Is Administrator**. If you uncheck this box, this System User can only change his/her password. If you check this box, this System User can add, delete and edit other System User information, including changing the System Administrator password.
10. Either enter a password or leave the password blank.
11. Click **Save**.

The System User you have just created can now login with the username you have saved and then create or change his/her password as desired.

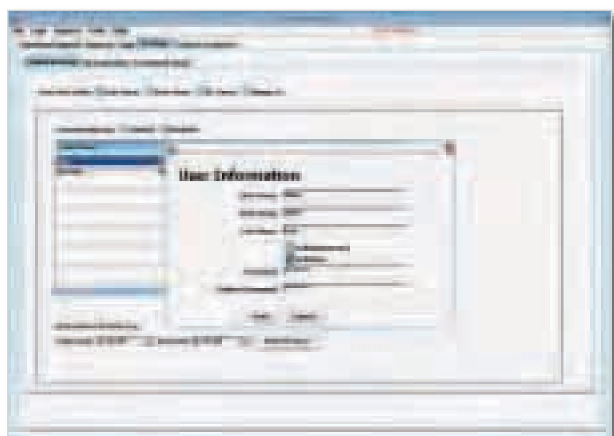
Inactivating an existing System User

Only System Users who have Administrator rights can inactivate other System Users.

1. Login as System Administrator, or as a System User with Administrator rights.
2. Open any User Account.
3. Click the **Settings tab**.
4. Click the **Global Settings tab**.
5. Click the **System User** you wish to inactivate.
6. Click **Edit**.
7. Uncheck the box next to **Is Active**. This System User will no longer be able to login to the Program.
8. Edit the other System User fields as desired.
9. Click **Save**.

Editing an existing System User

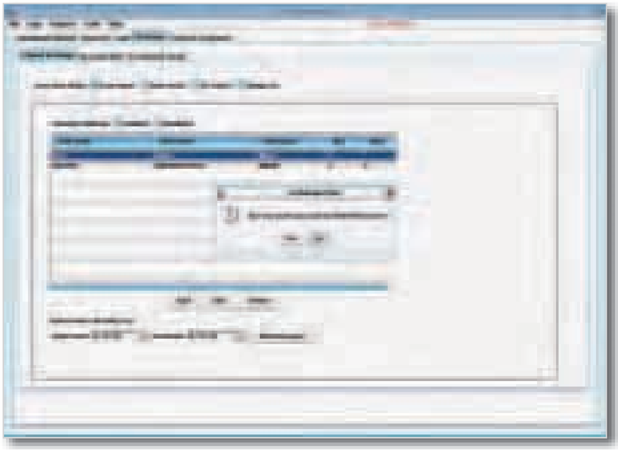
Only System Users who have Administrator rights can edit other System User information.



1. Login as System Administrator, or as a System User with Administrator rights.
2. Open any User Account.
3. Click the **Settings tab**.
4. Click the **Global Settings tab**.
5. Click the **System User** you wish to edit.
6. Click **Edit**.
7. Edit the System User fields as desired. The username cannot be changed. If you wish to change a username, you must login as a System Administrator, delete the System User, and create a new System User with a new username.
8. Click **Save**.

Deleting an existing System User

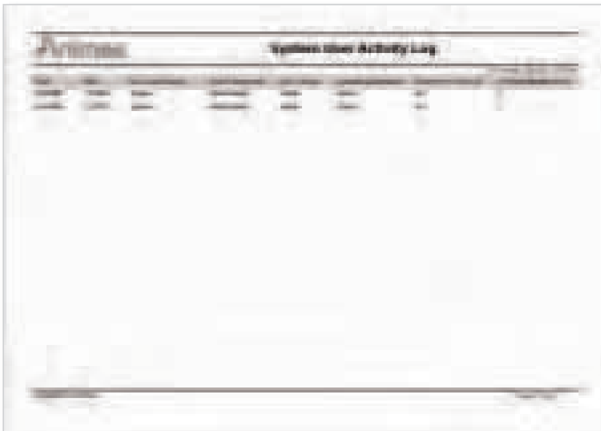
Only System Users who have Administrator rights can delete other System Users.



1. Login as System Administrator, or as a System User with Administrator rights.
2. Open any User Account.
3. Click the **Settings tab**.
4. Click the **Global Settings tab**.
5. Click the **System User** you wish to delete.
6. Click **Delete**.
7. Click **Yes**.

View System User Activity Log

System Users who have Administrator rights can view and print a history of those System Users who have accessed the Program. The Activity Log shows each time a User Account has been opened, along with the name, time, and date of the System User who opened the account. This Activity Log cannot be edited or deleted.



1. Login as a System Administrator, or as a System User with Administrator rights.
2. Open any User Account.
3. Click the **Settings tab**.
4. Click the **Global Settings tab**.
5. Under System User Activity Log, click the drop down calendars to select a Date Range.
6. Click **Print Preview**.
7. The System User Activity Log Report is displayed.
8. Click the **Print icon** at the top of the Report to print the Log.

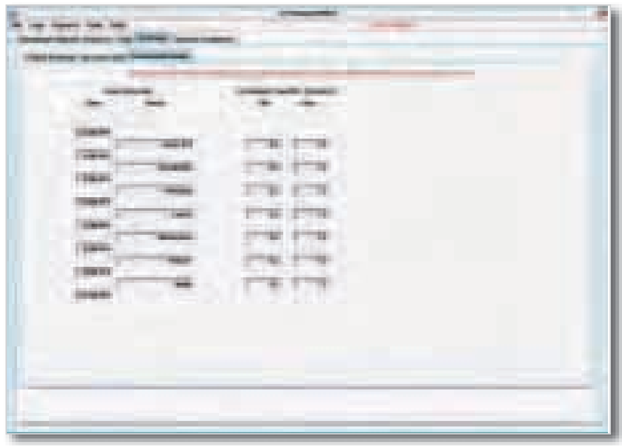
Note: See Chapter 5, *Print Preview Task Bar Options*.

User Account Info

You can **view** User Account Settings once the User Account has been opened. User Account Information, Day Intervals, and Treatment Goals can only be **changed** by following the *Edit an existing User Account* steps outlined in Chapter 3.

View User Account information

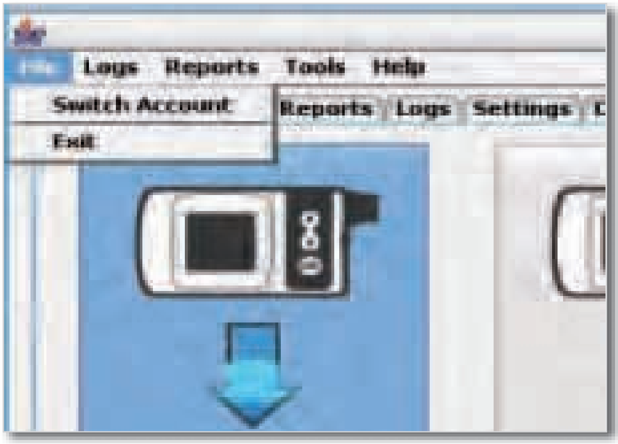
1. With the desired User Account open, click the **Settings tab**.
2. Click the **Account Info** or **Treatment Goals tabs** to view the information.



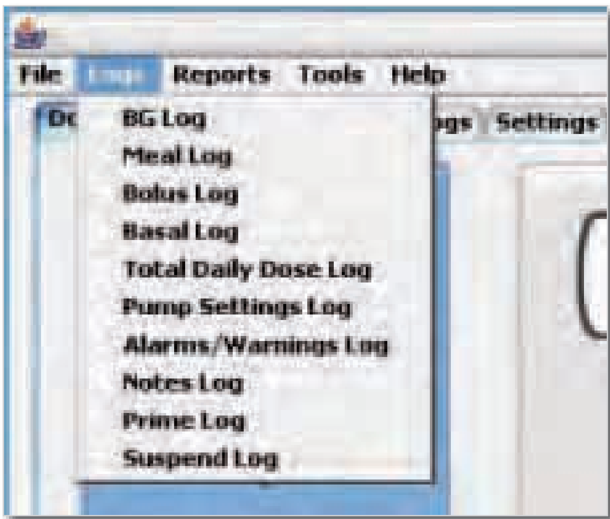
Program Task Bar Options

Once a User Account is opened, the Program Task Bar appears at the top of the screen. You can choose different Program tasks by clicking any selection from the drop down menus.

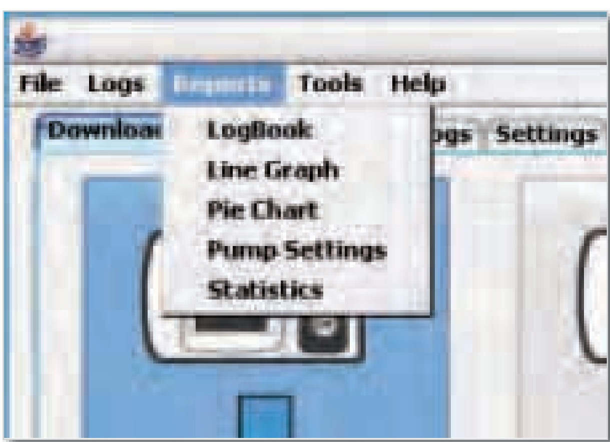
File
Switch to another User Account or exit the Program.



Logs
Generate, view and print Logs.



Reports
Generate, view and print Reports.

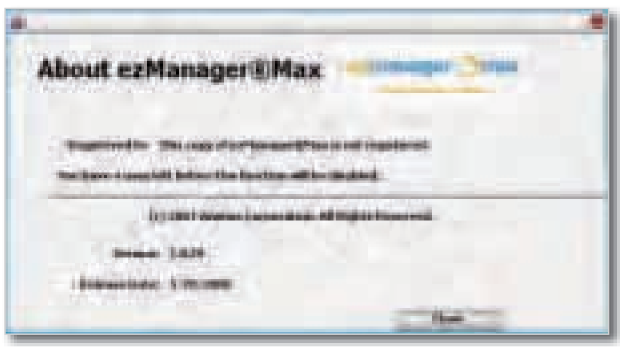


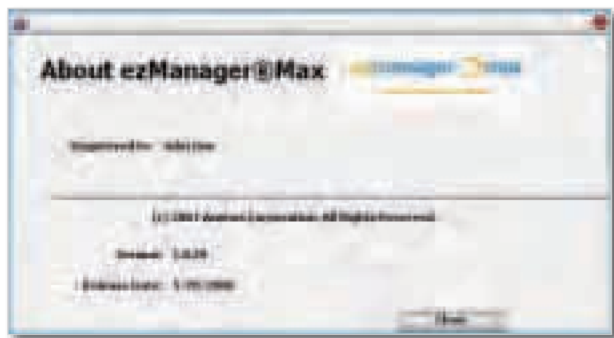
Tools

Import and export database records, purge database records to save space, and edit the Master Food Database. For details on using these functions, see Chapter 10, *Tools Tab*.

Help

Display the version and registration status of your Program. If you are using the Program in Trial mode, the number of trial uses you have left before you have to register the Program will also be displayed.

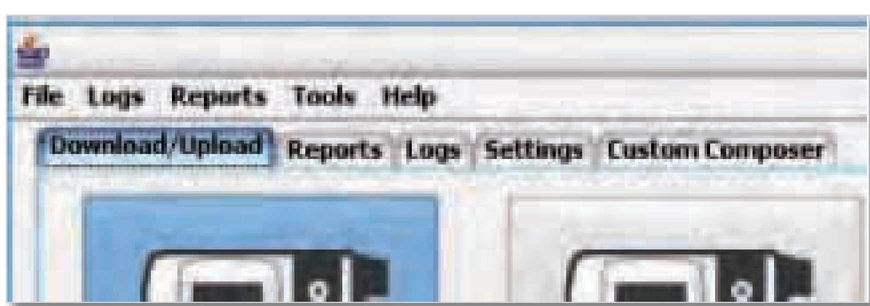




Program Tabs

Most Program functions can be easily accessed by clicking these tabs. There are five tabs. See the following Chapters for details on using each tab.

- Download/Upload
- Reports
- Logs
- Settings
- Custom Composer



Print Preview Task Bar Options

When you click **Print Preview** or **Generate** to view Reports, Logs, etc. an additional set of Task Bar Options appears on the top left of many screens. These Task Bar options let you choose different ways to view information on your computer screen, as well as navigate through screens with multiple pages. You can also save and print information that is currently displayed.

Task Bar Icons

- Minimize (temporarily close), maximize (expand), shade (hide), or close the Report screen
  Note: These options will be displayed in English.
- Maximize (expand) the Report screen to fill your computer screen viewing area
- Minimize (temporarily close) the Report screen
- Move forward or backward through Reports or Logs with multiple pages
- Adjust size of Reports or Logs to fit computer screen viewing area

- **Reload** (refresh) the screen
- **Print** the Report or Log
- **Save** the Report or Log (file) to your computer
- Apply magnification factor for viewing Reports or Logs

Chapter 6: Download/Upload Tab

The **Download/Upload tab** lets you transfer data from a pump or BG meter to the Program. Once the data are downloaded into the Program, you can use the **Reports tab** to track and trend insulin, BG and carbohydrate data, either separately or together. Reports may be viewed, printed or saved in a more convenient file format for later viewing.

You may also use the **Download/Upload tab** to modify the food database, settings, and tunes that are currently stored in the pump.

Note: The pump must be in Suspend mode with the **screen display on** (not blank or "asleep") in order to establish communication and download or upload information. You may want to extend the pump display timeout to 60 seconds so the display will not go blank as quickly.

Downloading a pump

Note: When downloading a pump be sure to set the pump date and time to match the computer date and time.

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Download Pump Data icon**.
4. Click the drop down box beside "Insulin Pump Model" and **select the insulin pump model**.

Note: The Program will remember the last pump model downloaded and this will become the default selection for this User Account.

5. Connect the wireless download cable to your computer.

6. "**Scan all ports**" is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside "Communication Port".

7. Disconnect from the pump and put it in Suspend mode. Align it with the wireless download cable according to the *Instructions for Use* included in the kit. **Make sure the pump is suspended and the display is not blank ("asleep").**

8. Click **Start**. A pop up window will appear reminding you to **disconnect from and suspend the pump** but not let the display go blank ("asleep"). Click **OK** to continue.

9. When communication is established, the pump model number and serial number will appear on the pop up window. A progress bar and text will display the upload/download progress. The download process may take a few minutes.

Note: When communication is established and the pump model number and serial number appear on the screen, the pump screen display will stay "awake" until the download/upload is complete.

10. A pop up window will appear to notify you when the download/upload is complete.

11. Resume pump delivery and reconnect the pump to your body according to your healthcare team's guidelines. If you extended the pump display timeout setting, you may wish to change it back to your preferred setting.

12. You can now view the downloaded pump history by looking at Reports or Logs (see Chapters 7 and 8).

Note: When you download data from the pump, the pump delivery history and current pump settings will be transferred.

If you get a pop up window with the error message displayed here, the Program was unable to find a pump for downloading.

Check the following and retry.

a. **Be sure the pump is in Suspend mode and the display is not blank ("asleep")**.
b. Try extending the pump display timeout setting to 60 seconds so it takes longer for the pump display to go blank ("asleep").
c. Check that you have the pump IR window aligned with the wireless download cable according to the *Instructions for Use* included with the kit.

Downloading a BG Meter

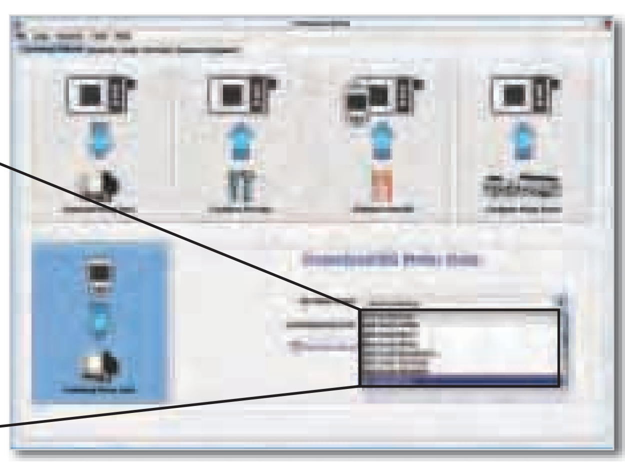
> **Note:** When downloading a BG meter be sure to set the BG meter date and time to match the computer date and time.
>
> The Program automatically adjusts for Daylight Saving Time changes. If you do not change the time on your meter before the 2am Daylight Saving Time change, history records between 1am and 2am on the meter will be displayed as having been taken between 12am and 1am.

The Program lets you download data from a specified list of BG meters. By downloading BG meter data, you can use the **Reports tab** to track and trend insulin and carbohydrate data along with BG levels. Only valid BG values (along with their recorded dates and times) are downloaded to the Program. Control solution results and any BG meter records associated with testing errors will not be downloaded to the Program.

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Select the **Download Meter Data icon**.
4. Click the drop down box beside "BG Meter Model" and **select the BG meter model**.

BG Meters that are compatible* with the Program

OneTouch® InDuo®
OneTouch® Basic®
OneTouch® Profile®
OneTouch® Ultra®
OneTouch® Ultra® 2
OneTouch® UltraSmart®
OneTouch® SureStep®
OneTouch® UltraMini®
OneTouch® Ping®
Contour®
Breeze® 2
Ascensia® DEX®
Ascensia® DEX® 2
Ascensia® Elite®



*Ascensia® meters are not compatible with Mac OS® and OneTouch® UltraMini® meters are not compatible with Microsoft® Windows® Vista® as of this printing.

5. "**Scan all ports**" is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside "Communication Port".

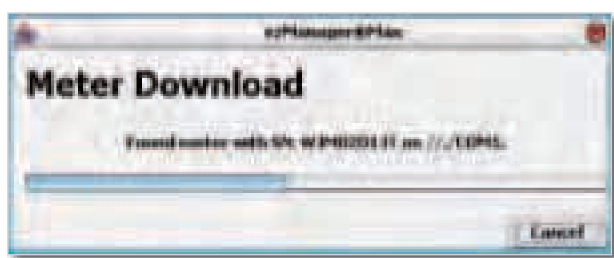
6. Connect the **BG meter download cable to your computer** according to the manufacturer's instructions.

7. Click the box to synch (match) the BG meter date and time with your computer date and time.

Note: By checking this box, you are simply changing the current date and time setting on your BG meter to match the date and time on your computer. This will not impact the original dates and times that are stored with your BG values in your BG meter memory.

8. Click **Start**. If your BG meter must be turned on or off to download data, a pop up window will appear to remind you.

9. The Program will search for the BG meter.



10. When communication is established, the confirmation will appear on the Meter Download screen. A progress bar will display the upload/download progress.

11. When the download/upload is complete, a pop up window will appear to notify you.

12. You can now view the downloaded BG meter history by looking at Reports or Logs.

Downloading a BG Meter

If the error message shown here appears when downloading a BG meter, it means the Program was unable to find a BG meter for downloading.

Check the following and retry.

a. Be sure you have selected the correct meter model from the BG Meter Model drop down box.
b. Check that you have connected the BG meter properly to the download cable according to the BG meter manufacturer's instructions.
c. Make sure that your meter is turned on or off according to the BG meter manufacturer's instructions for downloading.

Changing current settings on the pump

In addition to changing settings directly on the pump, you can also change them using the Program in one of two ways: 1) first download the settings into the Program, make the changes, and then upload the new settings to the pump or 2) display the settings for the pump model in the Program, make the changes, and then upload the new settings to the pump. The first option is better if you are only making a few changes to the pump settings. With both options, the new pump settings will replace the previous settings when you upload them. It is a good idea to save the new pump settings before uploading so you will have them available for future reference.

Downloading settings from pump

1. Login to the Program and open the desired account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Settings icon**.
4. Click the drop down box beside "Insulin Pump Model" and **select the insulin pump model**.

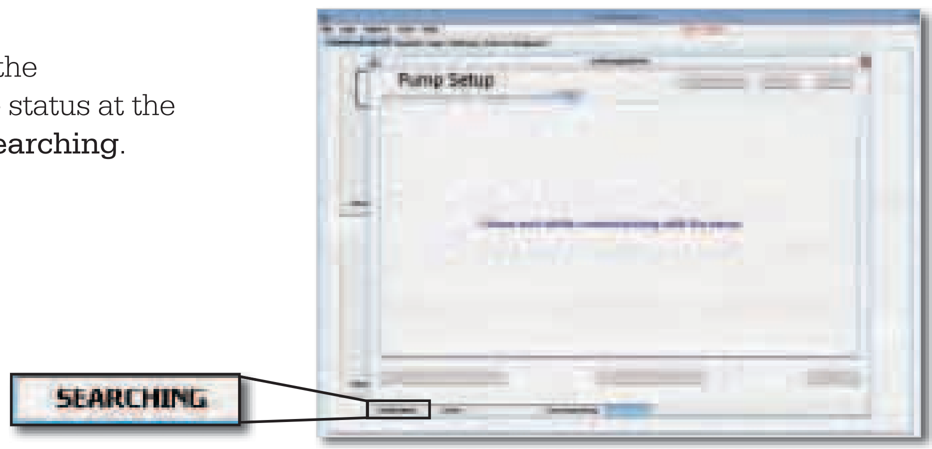
Note: Once you have selected a pump model, the Program will remember the pump model and this will become the default selection for this User Account.

5. **Connect the wireless download cable** to your computer.
6. "**Scan all ports**" is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside "Communication Port".
7. Click **Start**.

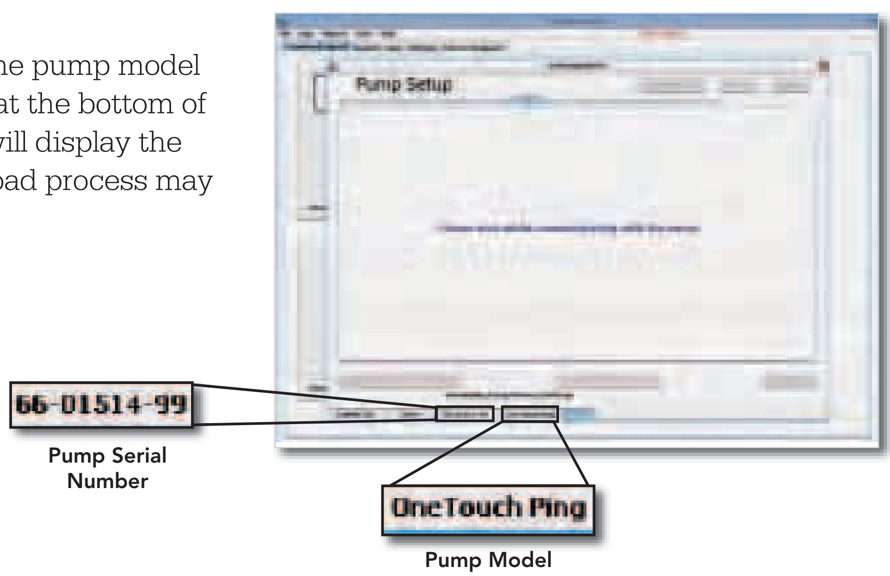
8. **Disconnect from the pump and put it in Suspend mode**. Align it with the wireless download cable according to the *Instructions for Use* included in the kit. Make sure the pump is suspended and the display is not blank ("asleep").

9. On the Pump Setup screen click **Download Settings from Device**. A pop up window will appear reminding you to **disconnect from and suspend the pump** but not let the display go blank ("asleep"). Click **OK** to continue.

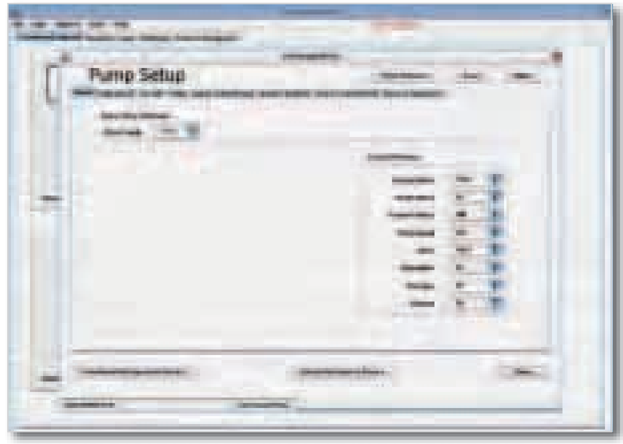
10. While the Program is searching for the communication port and pump, the status at the bottom of this screen will display **Searching**.



11. When communication is established, the pump model number and serial number will appear at the bottom of this window. A progress bar and text will display the download/upload progress. The download process may take a few minutes.



12. A pop up window will appear to notify you when the download/upload is complete.



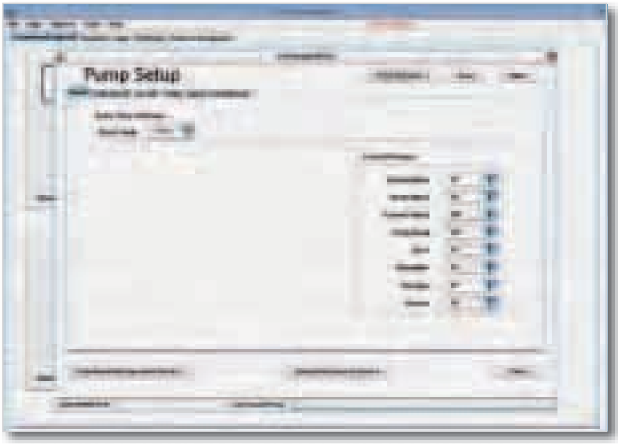
13. When the download is complete, the current pump settings are displayed on the Pump Setup screen.
14. Resume pump delivery and reconnect the pump according to your healthcare team's guidelines. If you extended the pump display timeout setting, you may wish to change it back to your preferred setting.
15. Click the tabs on the Pump Setup screen to change the settings as directed by your healthcare team.
16. See the next section for creating, saving and printing settings for the pump.

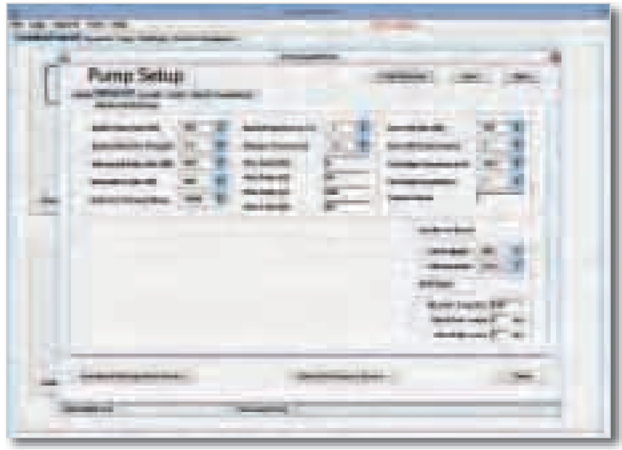
Creating, saving and printing settings for the pump

Note: The Program will only display settings options that are compatible with the pump model you select. For example, the Animas® IR 1200 Insulin Pump only allows upload of data for the Personal Information screen. The Animas® 2020 and OneTouch® Ping® Insulin Pumps allow upload of most pump settings.

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Settings icon**.
4. Click the drop down box beside "Insulin Pump Model" and **select the insulin pump model**.
5. Click **Start**. You do not have to establish communications to create settings.

6. The Pump Setup screen is displayed. Enter the pump settings as directed by your healthcare team. Click the tabs (Basic, Advanced, ezCarb/ezBG, Basal) for different settings categories.





7. To upload these settings to the pump, see next section *Uploading settings to the pump*.

8. You can **save your settings as a file** for later reference and/or upload by clicking Save at the top right of the **Pump Setup** screen and naming the file as you usually would. The file will be saved as an .aps (Animas® Pump Settings) file and **cannot be opened by any program other than ezManager® MAX Diabetes Management Software**.

9. You can **view this file** by clicking **Print Preview** at the top right of the Pump Setup screen.

10. You can **print this file** by clicking the **Printer icon** at the top left of the Print Preview screen.

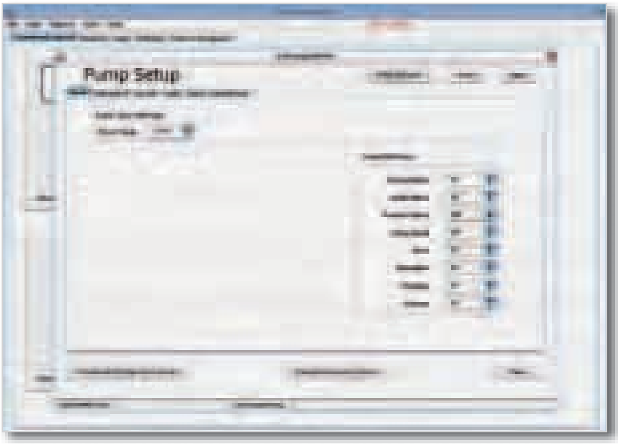
Uploading settings to the pump

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Settings icon**.
4. Click the drop down box beside "Insulin Pump Model" and **select the insulin pump model**.
5. Connect the wireless download cable to your computer.

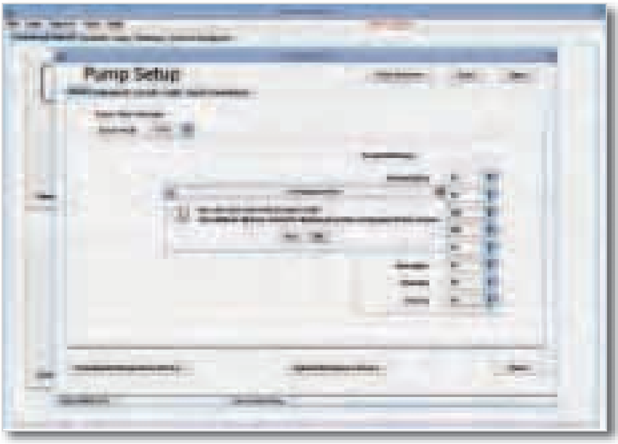
6. "**Scan all ports**" is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside "Communication Port".

7. Click **Start**.

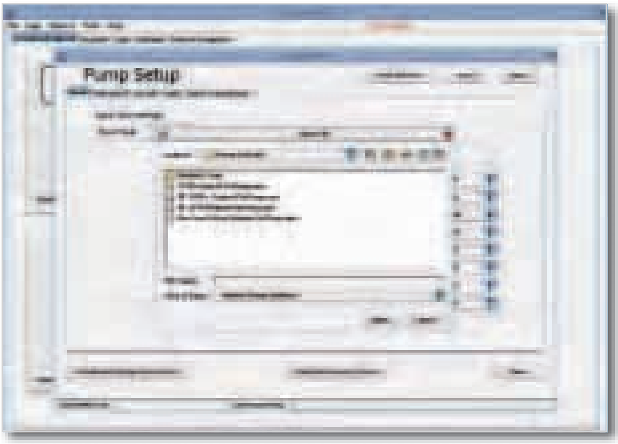
8. If you have just created or made the changes that are displayed on the Pump Setup screen, skip the next two steps and proceed to step 11.



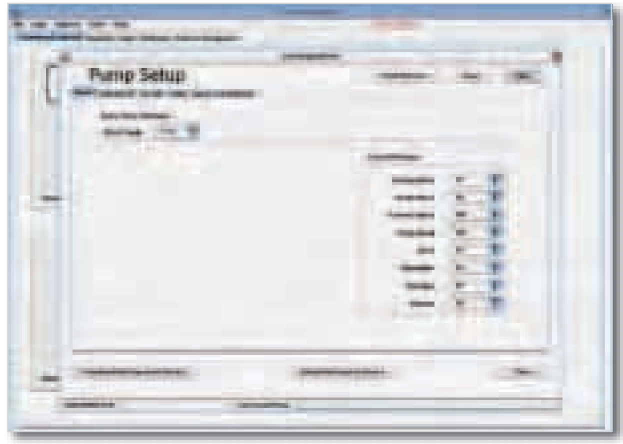
9. If you wish to open a pump settings file you previously saved, click **Open** on the Pump Setup screen. A pop up window will appear to remind you that opening the saved settings file will erase any data currently on the Program screen. Click **Yes** to continue.



10. Select the file you wish to open from the Open File pop up window.

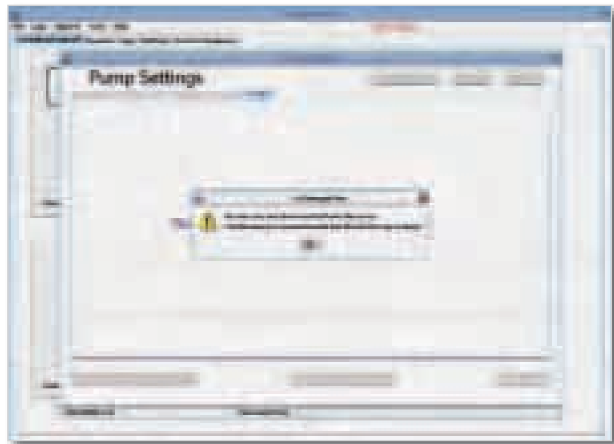


11. The pump settings are displayed in the Pump Setup screen. Check that the settings on the Pump Setup screen are the ones you wish to upload.

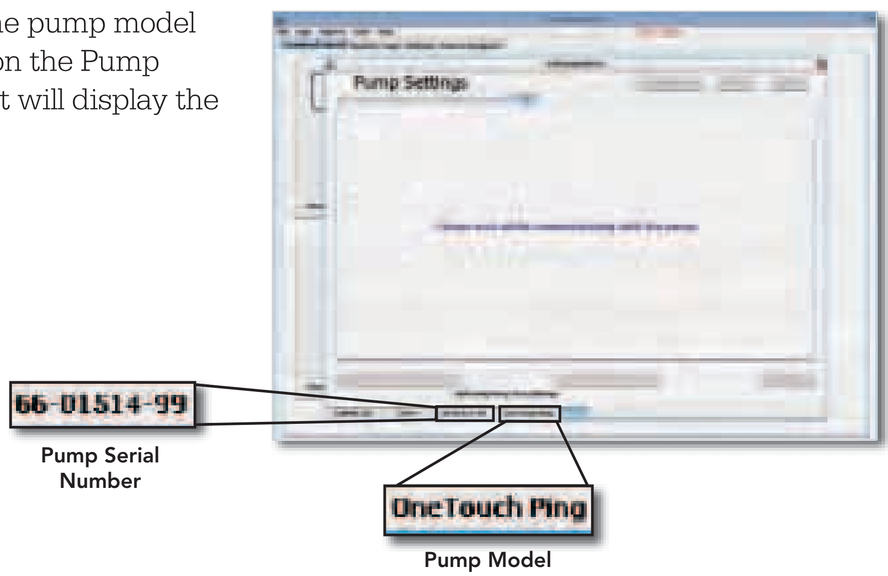


12. **Disconnect from the pump and put it in Suspend mode**. Align it with the wireless download cable according to the *Instructions for Use* included in the kit. Make sure the pump is suspended and the display is not blank (“asleep”).

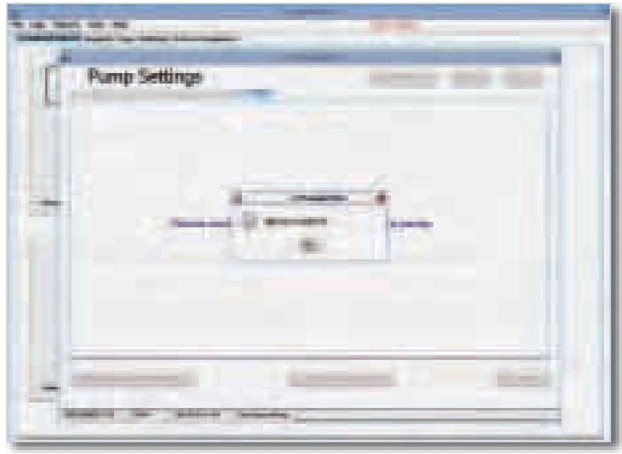
13. Click **Upload Settings to Device**. A pop up window will appear reminding you to disconnect from and suspend the pump but not let the display go blank (“asleep”). Click **OK** to continue.



14. When communication is established, the pump model number and serial number will appear on the Pump Settings screen. A progress bar and text will display the download/upload progress.



15. When the download/upload is complete, a pop up window will appear to notify you.



16. Double check the settings on the pump to be sure they match the changes requested by your healthcare team. If you extended the pump display timeout setting, you may wish to change it back to your preferred setting.

17. Resume pump delivery and reconnect the pump according to your healthcare team's guidelines.

Modifying the pump or meter-remote food database

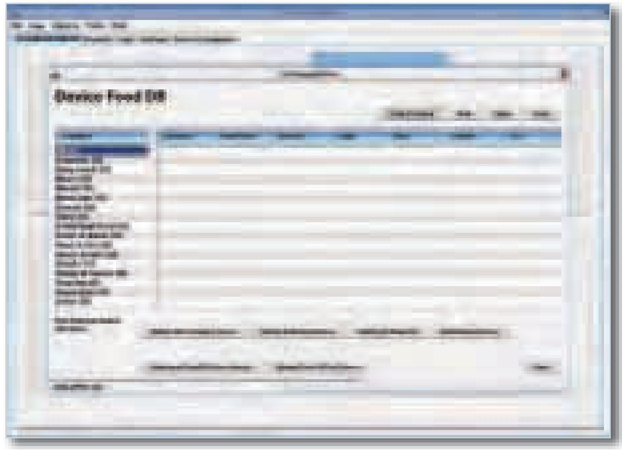
The Master Food Database allows you to manage food items and create device food databases. Animas® Insulin Pumps and OneTouch® Ping® Meter-Remotes are pre-loaded with a blank (empty) device food database. You can create a device food database with the Program by creating all new food items and adding them to the "Favorites" category in specified pumps and in various categories in the meter-remote. You will need the correct nutritional information for any items you create. The Master Food Database included with the Program is also blank (empty). The device food database can be uploaded to your device for use. When you use the ezCarb/CarbSmart feature on the pump or meter-remote, you can access the food database for carb amounts.

The next few sections review how to modify and/or create the device food database.

Note: It is important that you first save the new (subset) database file before uploading so you will have it available for future reference.

Creating a new device food database

Note: If you are currently working with a device food database and then click **New** to create a new database, you will overwrite the database you are working with. If you are working with more than one device food database, always save them as separate files and do not create a new database while working in an existing one.

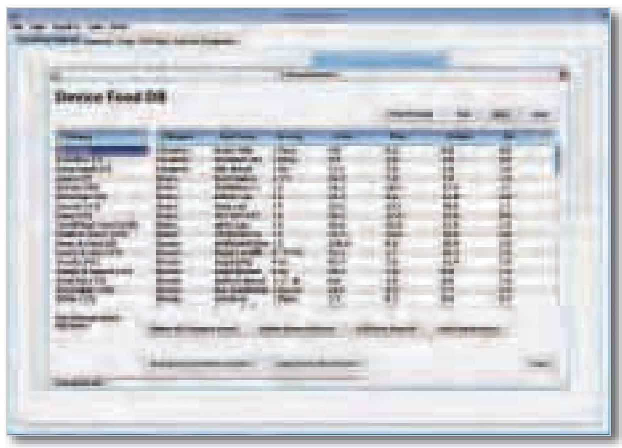


1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select the device (insulin pump model or meter-remote model)**.
5. Click **Start**.
6. To **create a new database**, click **New** at the top right of the Device Food DB screen.
7. Add items as outlined in this Chapter.
8. Review your new database for accuracy and save the file.

Saving a device food database file

1. **With the desired device food database displayed in the Device Food DB screen**, click **Save** at the top right of the screen.

2. Select a location and save the device food database as you normally would save a file. The file will be saved as an .apf file and **cannot be opened by any program other than ezManager® MAX Diabetes Management Software**.



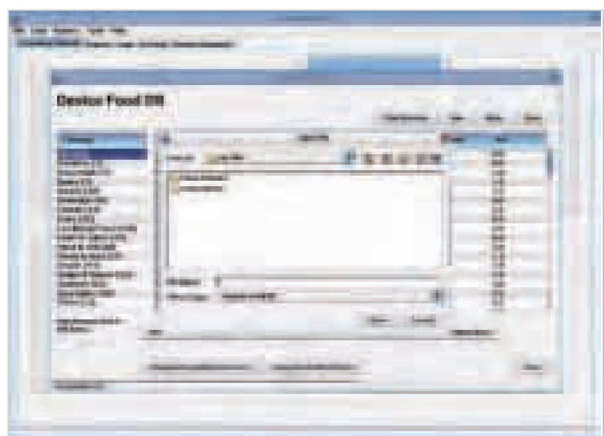
Note: If you have not saved the device food database file and a connection is lost while uploading the database, the device food database will be lost and you must create a new one.

Opening a device food database file

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select the device (insulin pump model or meter-remote model)**.
5. Click **Start**.
6. To **open a device food database** you have created and saved, click **Open** at the top right of the Device Food DB screen.
7. The pop up window at right will be displayed.
8. Click **Yes** to continue or click **No** if you have not saved the device food database that is currently displayed. Save the device food database before continuing.

Note: If you are currently working with a device food database and then open a saved food database, the file you open will overwrite the database you are currently working with. If you are working with more than one device food database, always save them as separate files and do not open a second device database while working on an existing one.

9. On the Open File screen, select the device database file from its saved location.



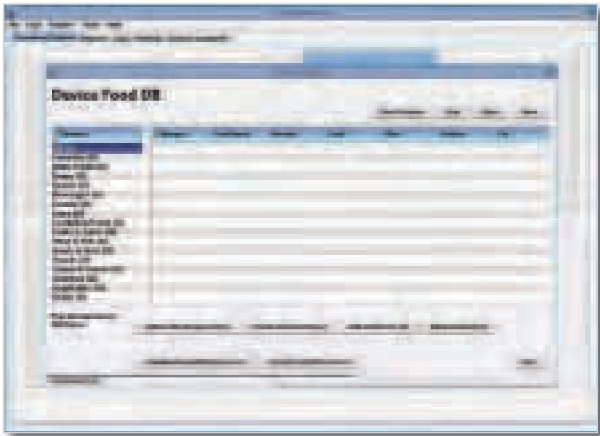
Changing an item in the existing device food database

To change items in the existing pump food database, you must first download the database from the pump, or open a saved file you wish to change.

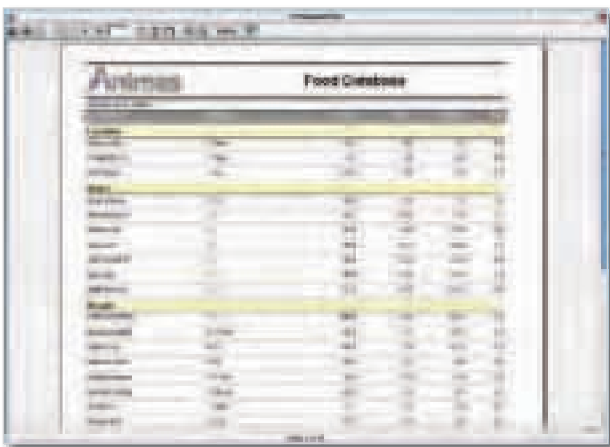
1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select the device (insulin pump model or meter-remote model)**.

5. Click **Start**.
6. Open the database you wish to work with, either by opening a saved file or by downloading it from the pump as outlined in this Chapter.
7. With the food database displayed on the Device Food DB screen, click the item you wish to change.
8. Click **Delete Selected Item(s)**. See previous section *Deleting items from an existing device food database*.
9. Click either **Add Item from DB** or **Add Custom Item** and change the information as desired. See following sections for information on how to add items to the device food database.
10. When finished, review your changes for accuracy and save the file.

Viewing and printing a device food database



1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select the device (insulin pump model or meter-remote model)**.
5. Click **Start**.



6. To **view** a device food database, first open the file or create a new database as outlined in this Chapter. Click **Print Preview**.
7. Click the **Printer icon** on the top left of the Print Preview screen.
8. Select your printer and print as you normally would.

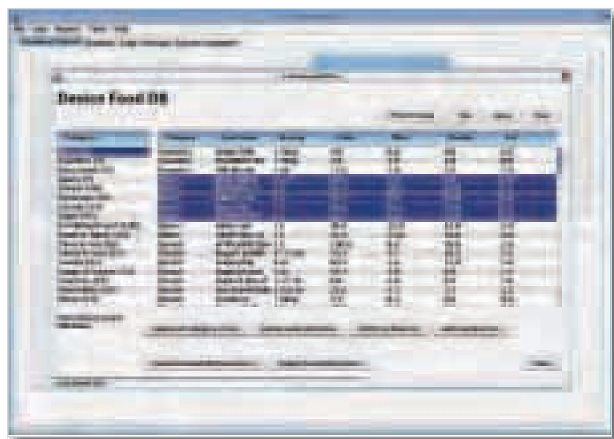
> **Note:** If you are currently working with a device food database and then click New to create a new database, you will overwrite the database you are working with. If you are working with more than one device food database, always save them as separate files and do not create a new database while working on an existing one.

Deleting items from an existing device food database

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select the device (insulin pump model or meter-remote model)**.
5. Click **Start**.
6. Open the database you wish to work with, either by opening a saved file or by downloading it from the pump as outlined in this Chapter.

7. To delete items, click the items you wish to delete. Press and hold the **Ctrl** and **Alt** keys on your computer while clicking, to select more than one item for deletion. Press and hold the **Ctrl** and **Shift** keys on your computer while clicking, to select groups of adjacent items for deletion.

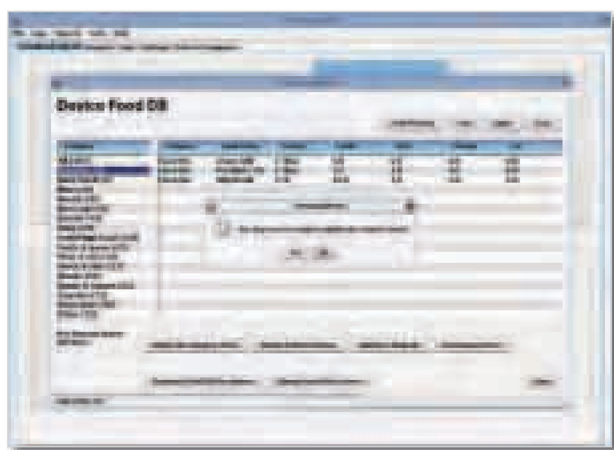
8. Click **Delete Selected Items**. A pop up window will appear. Click **Yes** to continue.



9. Your selected items will be deleted from this device food database. This feature only deletes items in the file currently displayed in the Device Food Database screen. Items are not deleted from the Program Master Food Database or from any other food database files you have saved.

10. To delete all items for an entire Food category, click the desired category on the left.

11. All items for that food category will be displayed. Click **Delete All Category Items**. A pop up window will remind you to be sure you want to delete the items. Press **Yes** to continue.



12. The items that are currently displayed on the Device Food DB screen will be deleted.

13. When finished, review your changes for accuracy and save the file.

Adding items to a device food database from the Master Food DB

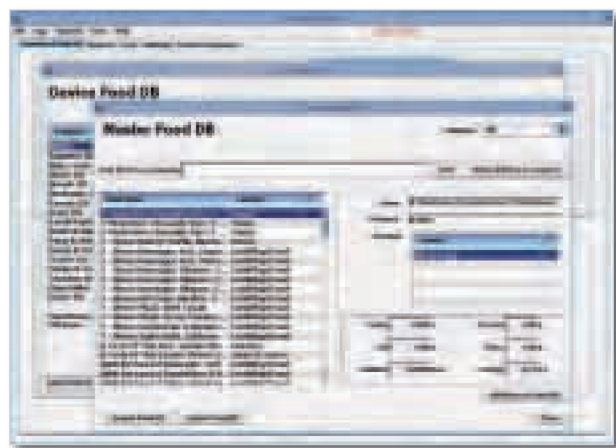
Note: Customers can create their own customized device food database by using the Favorites category - see next section *Adding/creating your own food items for the device food database.*

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select the device (insulin pump model or meter-remote model)**.
5. Click **Start**.
6. Open the database you wish to work with, either by opening a saved file or by downloading it from the pump as outlined in this Chapter.

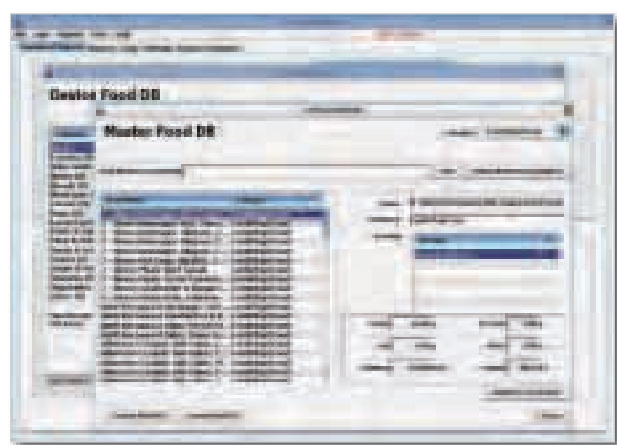
Note: You can only add items to a device food database that is not full. The Animas® IR 1200 Plus Insulin Pump food database will hold a maximum of 250 items. The Animas® 2020 Insulin Pump food database will hold a maximum of 500 items. The OneTouch® Ping® Meter-Remote will hold a maximum of 500 items. Each category will hold a maximum of 255 items. **If you wish to add or switch items in a device food database that is already full, you must first delete items and then add as outlined below**.

7. On the Device Food DB screen, click **Add Item from DB**. The **Master Food DB** window is displayed. All items in the Program Master Food Database are shown, in alphabetical order.

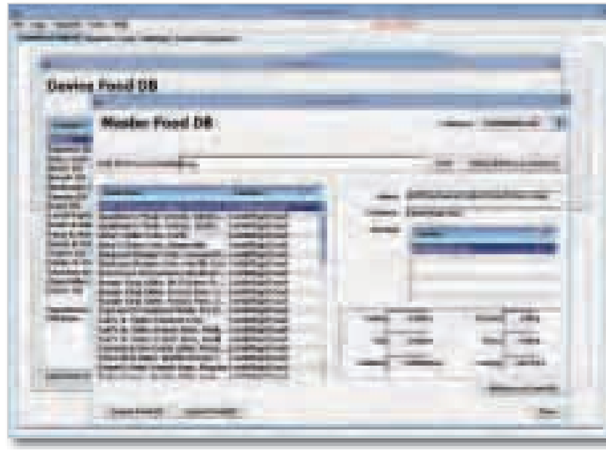
   The Master Food Database is empty and you can create your own. See the sections *Creating a new device food database file* and *Adding/creating your own food items for the device food database,* in this Chapter.



   To **search by category**, use the drop down box at the top right of the screen and select the desired category.



To **search by keyword**, enter the word in the **Find all items containing** field and click **Find**. If you have a single category selected, the search will only look in that category. In the example at right, "Fries" is the keyword and "Fast & Packaged" is the category selected. If you want to search the entire database by keyword, be sure to select "All" as the category.

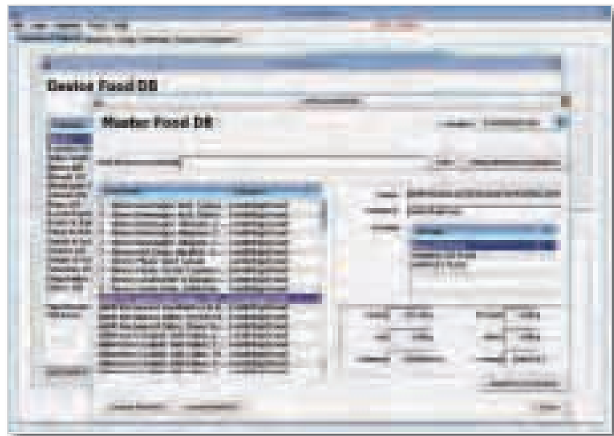


8. **Click to highlight the food item** you wish to add to the device food database. It will be displayed in the box on the right side of the Master Food DB screen.

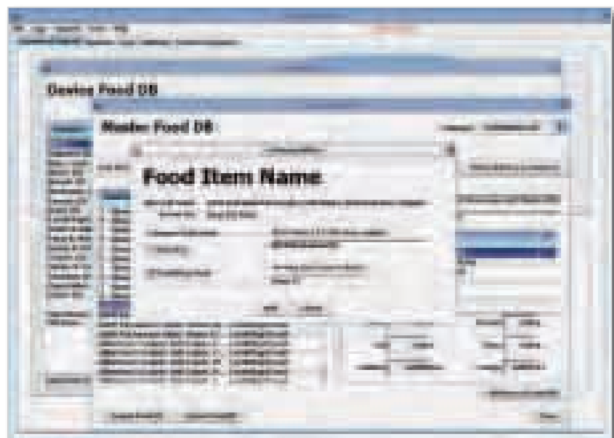
9. If there are multiple serving sizes for the item you have selected, **click to highlight the desired serving size**.

10. Click **Add Item to Food DB**.

11. The **Food Item Name** pop up window is displayed.



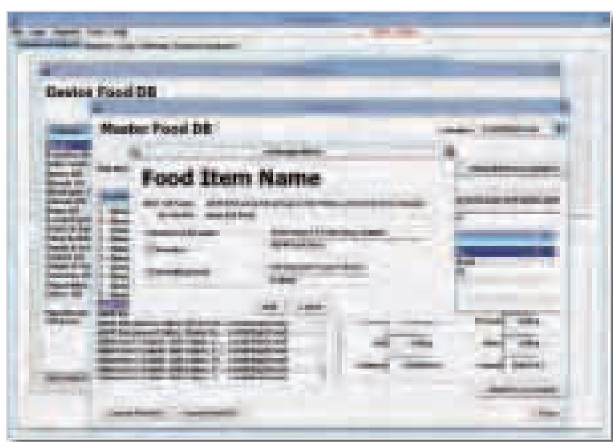
12. Choose from the available categories. This selection determines which category the item will be stored in the pump. The Food Item Name pop up window is also where you abbreviate the item name and serving size so that they fit on the pump display screen. The pump display screen does not have as much space for text as your computer screen. Food item names are limited to 12 characters (including spaces) on the pump display screen. Serving size names are limited to 8 characters (including spaces).



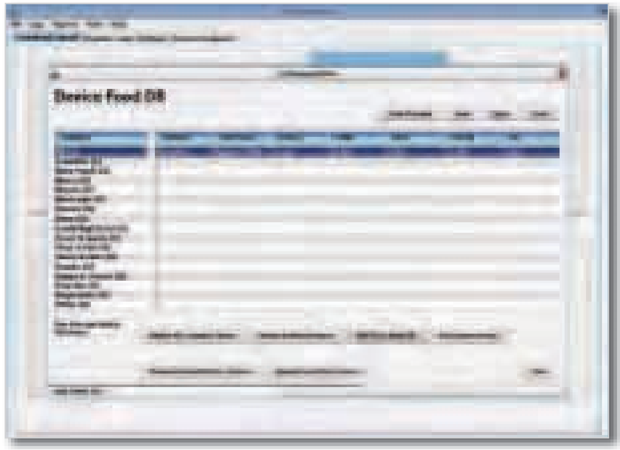
13. **Abbreviate the Item Name and Serving Size as desired**. You cannot change nutritional values or serving sizes.

When you abbreviate food names and servings, make sure they will still make sense to you when they appear on the pump display.

14. Click **Add**.



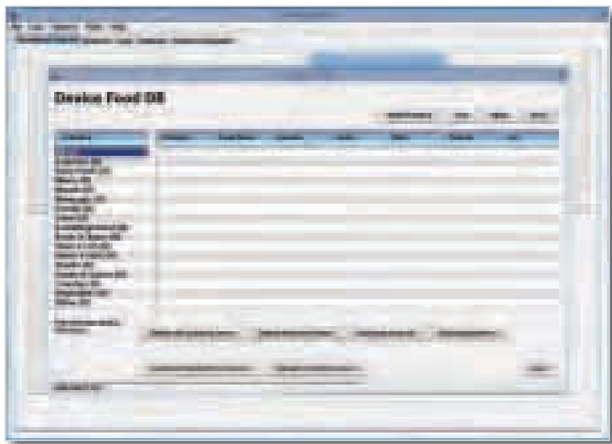
15. Repeat for remaining food items.
16. When finished creating the device food database, click **Close**.
17. The **Device Food DB** screen is displayed.
18. **Review your additions** for accuracy.
19. **Save** as a file and then upload to the pump or meter-remote according to the instructions in this Chapter.



Adding/creating your own food items for the device food database

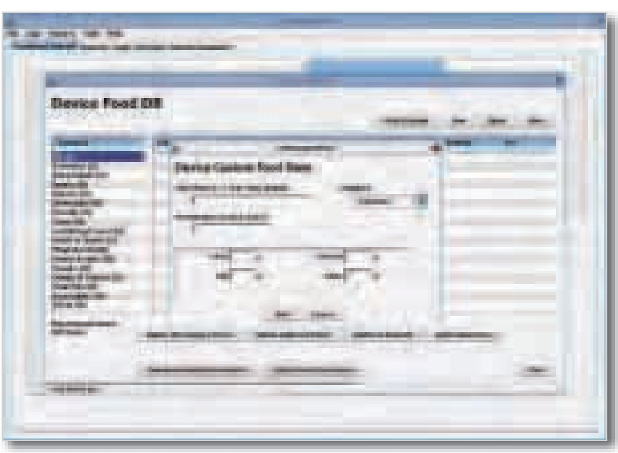
You can create your own food items to be used in the device food database if you have the correct nutritional information. Food items you create can be added to the Favorites category for specified pumps and to any food category for the meter-remote. This section tells you how to create your own food database by adding items to a food category.

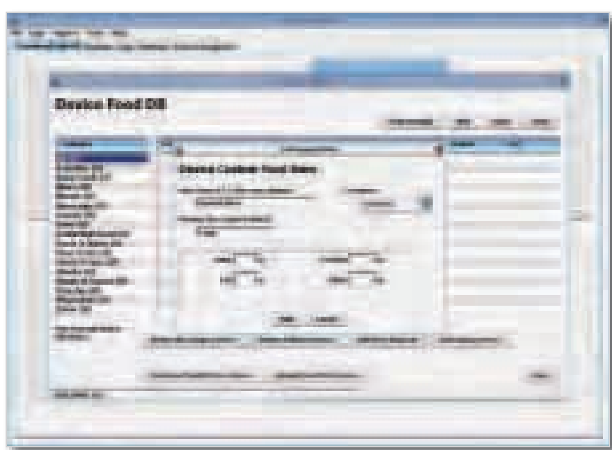
1. Open the device food database you wish to work with (or click New on the Device Food DB screen). You can use other categories on your meter-remote for food items by first creating a Master Food Database in the Program. See Chapter 10, *Tools Tab*.
2. On the Device Food DB screen, click **Add Custom Item**.



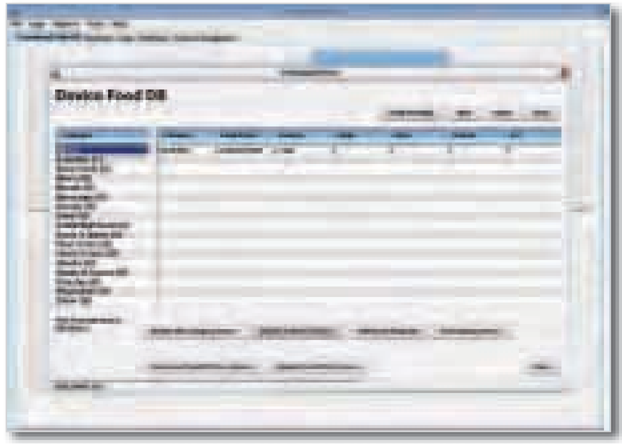
3. The **Device Custom Food Item** pop up window is displayed. Enter the information for your custom food item.

Note: All fields of the Device Custom Food Item pop up window must be filled in.





4. Click **Add**. A pop up window will appear to confirm that an item was added. Click **OK**.
5. The **Device Food DB window** is displayed. Your custom item will be added to the selected category as shown in the example at right.
6. To add additional food items, repeat the steps above.
7. When finished adding items, review your additions for accuracy.
8. **Save as a file** and then upload to the pump according to the instructions in this Chapter.



Note: To add favorites to the Master Food Database see Chapter 10, *Tools Tab*.

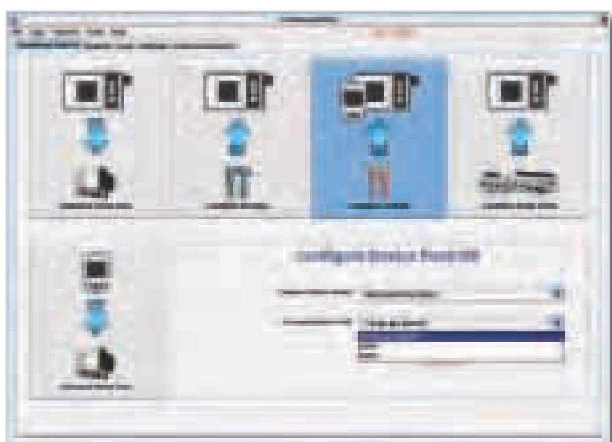
Uploading a device food database to the pump

Note: If you have not saved the device food database and a connection is lost while uploading the database, the device food database will be lost and you must create a new one. To save the device food database, click **Save** in the top right of the Device Food DB screen and save the file as you normally would.

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select your insulin pump model**.
5. **Connect the wireless download cable** to your computer.

When you upload a device food database, it replaces (deletes) the device food database currently stored on the pump.

6. "**Scan all ports**" is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside "Communication Port".
7. Click **Start**. The Device Food DB screen will appear.
8. Click **Open** and select the desired device food database you have saved. It will be displayed in the Device Food DB screen.
9. Check that the device food database displayed is the one you wish to upload.



10. Disconnect from the pump and put it in Suspend mode. Align it with the wireless download cable according to the *Instructions for Use* included in the kit. **Make sure the pump is suspended and the display is not blank ("asleep").**

11. **Click Upload Food DB to Device.** This device food database will be uploaded to the pump and replace the device food database currently stored on the pump.

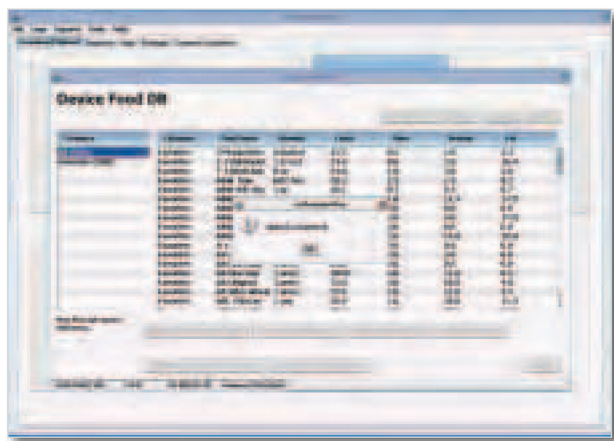
The warning screen shown here will appear first, reminding you that uploading a device food database to the pump will replace (delete) all food items currently stored in the pump.

12. A pop up window will appear reminding you to disconnect from and suspend the pump but not let the display go blank ("asleep"). Click **OK** to continue.

13. When communication is established, the pump model number and serial number will appear on the Device Food DB screen. A progress bar will display the upload/download progress. Depending on how many items you have entered into the device food database, this could take several minutes. You can view items being uploaded at the top of the screen.

14. When the download/upload is complete, a pop up window will appear to notify you.

15. Resume pump delivery and reconnect the pump according to your healthcare team's guidelines. If you extended the pump display timeout setting, you may wish to change it back to your preferred setting.



Uploading a device food database to the meter-remote

Note: If you have not saved the device food database and a connection is lost while uploading the database, the device food database will be lost and you must create a new one. To save the device food database, click **Save** in the top right of the Device Food DB screen and save the file as you normally would.

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select your meter-remote model**.
5. Connect the device to the download/upload cable.

6. "**Scan all ports**" is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside "Communication Port".

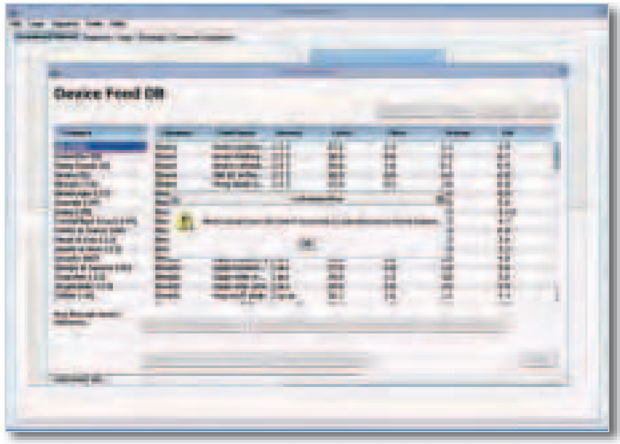
7. Click **Start**.
8. **Open** the database you wish to upload.
9. Check that the device food database displayed is the one you wish to upload.
10. Check that the device download/upload cable is connected to your computer.

When you upload a device food database, it replaces (deletes) the device food database currently stored on the meter-remote.

11. **Click Upload Food DB to Device**. The device food database will be uploaded to the meter-remote and replace the food database currently stored in the meter-remote.

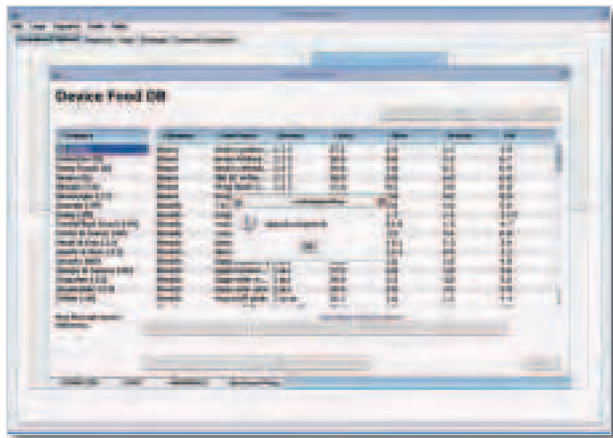
The warning screen shown here will appear first, reminding you that uploading a device food database to the meter-remote will replace (delete) all food items currently stored in the meter-remote.

A pop up window will appear reminding you to make sure the meter-remote is turned on. Click **OK** to continue.



12. When communication is established, the meter-remote model and serial number will appear on the Device Food DB screen. A progress bar will display the upload/download progress. Depending on how many items you have entered into the meter-remote food database, this could take several minutes. You can view items being uploaded at the top of the screen.

    When the download/upload is complete, a pop up window will appear to notify you.



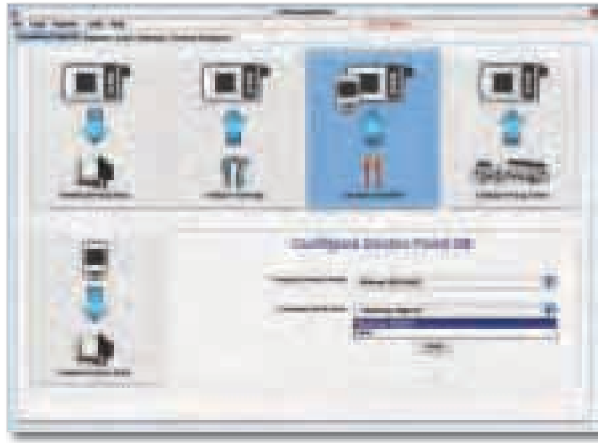
Downloading the pump food database from the device

To change items in the device food database, you must first download the database from the pump, or open a saved filed you wish to change.

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside "Pump or Meter Model" and **select the insulin pump model**.
5. Connect the wireless download cable to your computer.

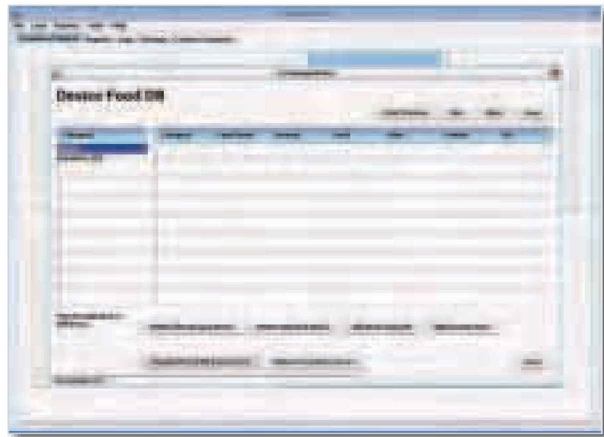
6. "**Scan all ports**" is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside "Communication Port".

7. Click **Start**.

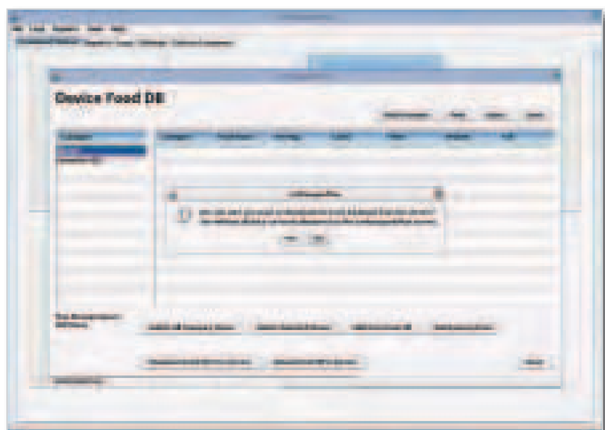


8. The Device Food DB screen is displayed. The category names listed on the left side of the screen cannot be changed.

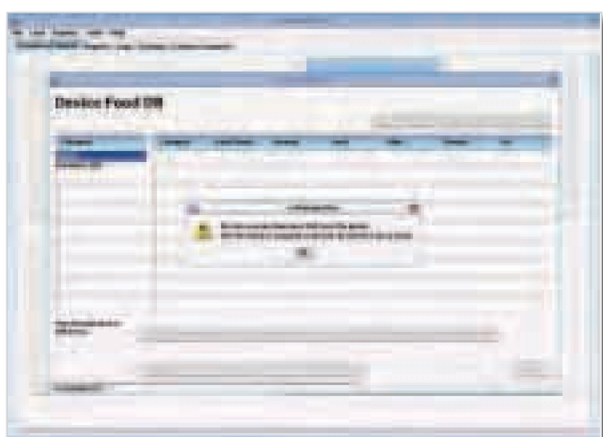
9. **Disconnect from the pump and put it in Suspend mode**. Align it with the wireless download cable according to the *Instructions for Use* included in the kit. Make sure the pump is suspended and the display is not blank ("asleep").



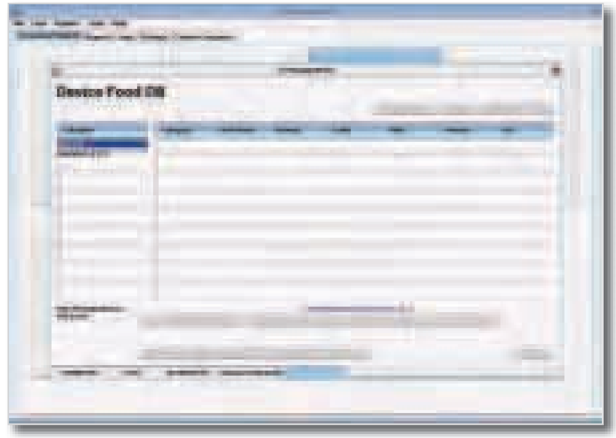
10. Click **Download Food DB from Device**.
A pop up window will appear to remind you that downloading the food database from the pump will erase any data currently displayed on the Program screen. Click **Yes** to continue.



A pop up window will appear reminding you to **disconnect from and suspend the pump** but not let the display go blank ("asleep"). Click **OK** to continue.



11. The food items currently stored in the pump food database will be downloaded. Depending on how many food items are stored, this could take several minutes. You can view items being downloaded on the Device Food DB screen. The number after each category name tells you how many food items have been stored for that category.



12. When the download/upload is complete, a pop up window will appear to notify you.

13. Resume pump delivery and reconnect the pump according to your healthcare team's guidelines. If you extended the pump display timeout setting, you may wish to change it back to your preferred setting.

Note: Once you have downloaded the food database from the pump to the Program and saved it as a file, the Program status changes from "Connected" to "Disconnected". You can resume pump delivery and reconnect the pump while you make changes to the food database downloaded from the pump.

To change items in the food database, see *Changing an item in the existing device food database* earlier in this Chapter.

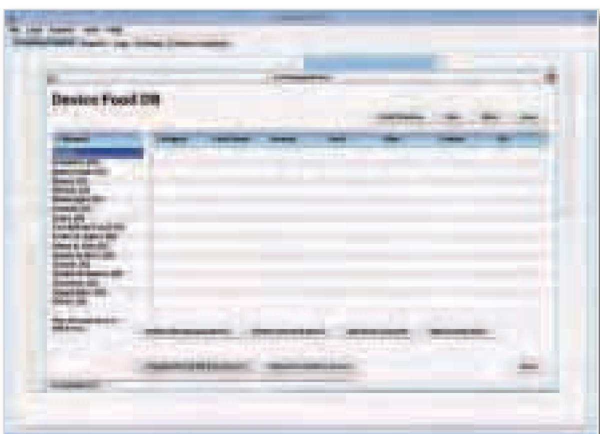
Downloading the meter-remote food database from the device

To change items in the device food database, you must first download the database from the meter-remote, or open a saved file you wish to change.

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Click the **Configure Food DB icon**.
4. Click the drop down box beside “Pump or Meter Model” and select the **meter-remote model**.
5. Connect the meter-remote download cable to your computer.
6. Connect the meter-remote to the download cable according to the manufacturer’s instructions.

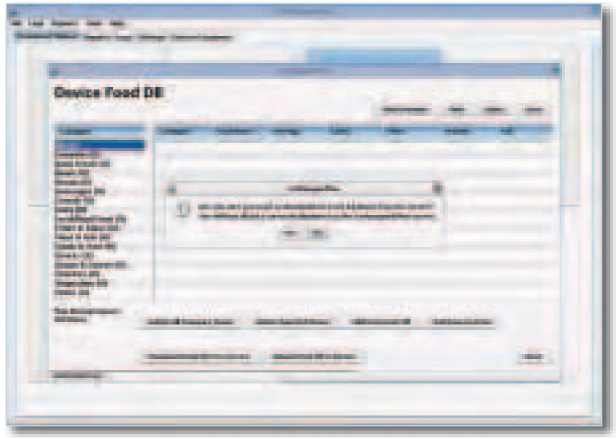
7. “**Scan all ports**” is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside “Communication Port”.

8. Click **Start**.

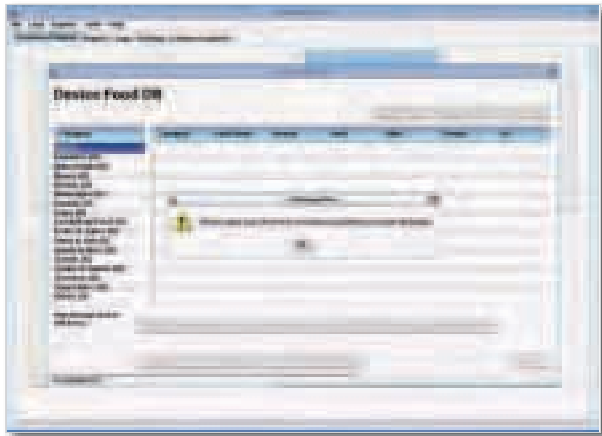


9. The Device Food DB screen is displayed. The category names listed on the left side of the screen cannot be changed.

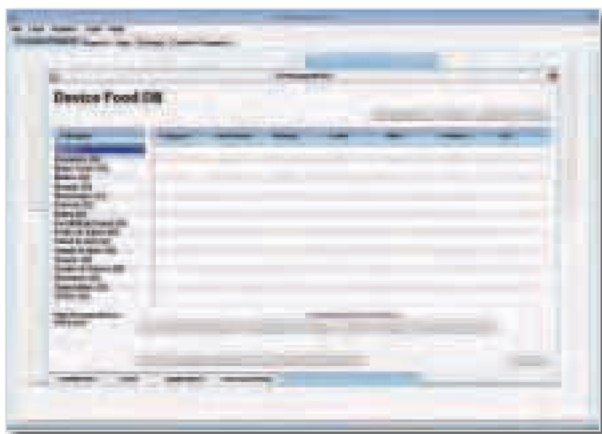
10. Click **Download Food DB from Device**.
A pop up window will appear to remind you that downloading the food database from the meter-remote will erase any data currently displayed on the Program screen. Click **Yes** to continue.



A pop up window will appear reminding you to **make sure the meter is turned on**. Click **OK** to continue.



11. The food items currently stored in the meter-remote food database will be downloaded. Depending on how many food items are stored, this could take several minutes. You can view items being downloaded on the Device Food DB screen. The number after each category name tells you how many food items have been stored for that category.



12. When the download/upload is complete, a pop up window will appear to notify you.

Note: Once you have downloaded the food database from the meter-remote to the Program, the Program status changes from “Connected” to “Disconnected”. You can now save the food database as a file and make changes to it.

To change items in the food database, see *Changing an item in the existing device food database* earlier in this Chapter.

Changing the pump sounds

The Program lets you change the factory pre-loaded sounds in select Animas® Insulin Pump models (IR 1200 with software upgrade, Animas® 2020, and OneTouch® Ping®) with tunes from the Program Tunes Library, or with new tunes you compose (see Chapter 9). You may change sounds for any or all of the four sound categories (Alarms, Reminders, Warnings and Alerts) in the pump. You can add tunes to play as your initial audible notification of some Alarms, Warnings, Reminders and Alerts. For safety reasons, you cannot remove sounds completely from the pump.

Note: A tune will only play once (your initial notification,) and then the pump will resume its usual, progressive audible/vibe notification sequence. If the condition is not confirmed and/or the appropriate action taken, the pump safety system progresses to high volume and vibrate mode within one hour for Warnings and Alarms. Only certain Alerts can use a tune for the initial notification. The following Alerts, Reminders, Warnings and Alarms will play a tune as the initial notification:

Alerts

- Low BG
- High BG
- 1-Weekday must be active to change basal display
- Basal Edit Not Saved

Reminders

- All Reminders (2-time of day, 1-Check BG)

Alarms

- Empty Cartridge
- Occlusion Detected
- AutoOFF

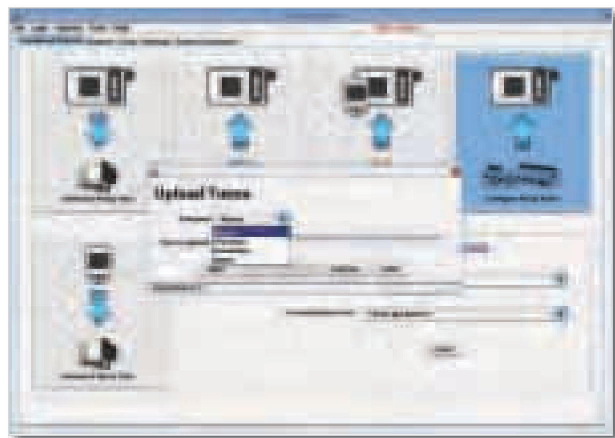
Warnings

- Suspended
- Exceeds Max Basal
- Exceeds Max Bolus
- Exceeds Max Daily
- Low Cartridge
- Bolus canceled by user button press
- Low Battery
- No Prime
- Battery change requires Prime/Rewind

Changing the factory pre-loaded sounds with tunes from the Tunes Library or your own tunes

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Select your insulin pump model.
4. Click the **Configure Pump Tunes icon**.
5. **Connect the wireless download cable** to your computer.
6. "**Scan all ports**" is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside "Communication Port".
7. Click **Start**.

8. On the **Upload Tunes** window, select the desired sound **category**. This is the type of pump sound you are changing (Alerts, Reminders, Warnings, or Alarms).



9. Click **Open**.
10. Click the **Tunes Library** folder and double click the desired tune file. A pop up window will appear to indicate that the tune was successfully opened from the file. Click **OK**.

Note: You can create your own tune files and save them to upload to the pump. See Chapter 9, *Custom Composer Tab*.

11. The tune file you selected is now displayed on the Upload Tunes screen. Click **Play** if you wish to listen to the tune (be sure your computer speakers are turned on).

Note: The sound quality of tunes on your computer is likely to be richer than on the pump.

12. Disconnect from the pump and put it in Suspend mode. Align it with the wireless download cable according to the *Instructions for Use* included in the kit. **Make sure the pump is suspended and the pump display is not blank ("asleep")**. Check that the Tune file displayed is the one you wish to upload by either reviewing the name of the tune or by clicking Play to hear it.

13. Click **Upload**.

14. A pop up window will appear to remind you that uploading this tune will replace the current pump tune for the sound category selected.

15. A pop window will appear reminding you to **disconnect from and suspend the pump** but not let the display go blank ("asleep"). Click the **OK** button to continue.

16. When the upload is complete, the pop up window will display a confirmation message. Repeat for remaining sound categories, if desired.

Replacing pump tunes with the factory beep sounds

For safety reasons you cannot completely remove sounds from the pump. However, you can replace the current pump tunes with the factory default beep sounds by “removing” tunes.

1. Login to the Program and open the desired User Account.
2. Click the **Download/Upload tab**.
3. Select your insulin pump model.
4. Click the **Configure Pump Tunes icon**.
5. **Connect the wireless download cable** to your computer.
6. “**Scan all ports**” is the default Communication Ports selection. If you do not know which communication ports are available, this is the recommended selection. If you know which communication ports are available, select a specific communication port by clicking the desired port in the drop down box beside “Communication Port”.
7. Click **Start**.

8. On the **Upload Tunes** pop up window, select the desired sound **category**. This is the type of pump sound you are changing (Alerts, Reminders, Warnings, or Alarms).

9. Disconnect from the pump and put it in Suspend mode. Align it with the wireless download cable according to the *Instructions for Use* included in the kit. **Make sure the pump is suspended and the pump display is not blank (“asleep”)**. On the **Upload Tunes** pop up window, click **Remove**. A pop up window will remind you that removing this tune will restore the sound for this category to the factory beep tones.

10. A pop up window will remind you to **disconnect from and suspend the pump** but not let the pump display go blank (“asleep”).

11. When communication is established, the pump model number and serial number will appear on the Upload Tunes pop up window. A progress bar will display the upload/download progress.

12. When complete, a pop up window will display a confirmation message. Repeat for remaining sound categories, if desired.

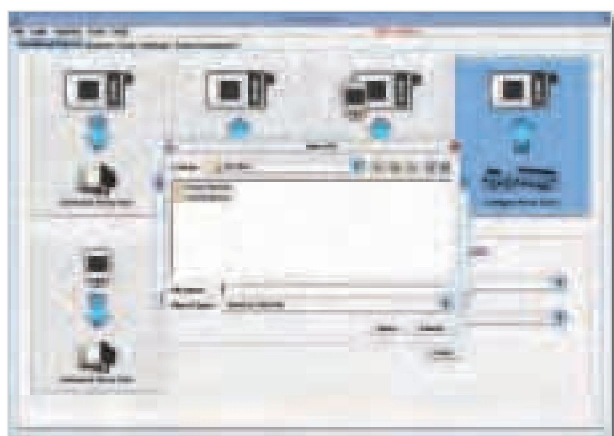
13. Resume pump delivery and reconnect the pump according to your healthcare team’s guidelines. If you extended the pump display timeout setting, you may wish to change it back to your preferred setting.

Restoring the settings and tunes to the pump

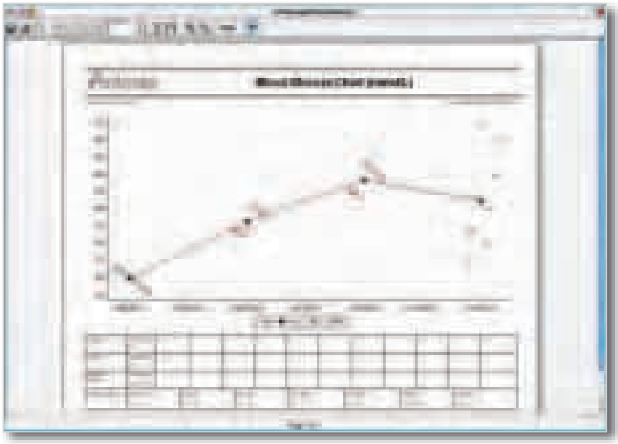
When you install the Program on your computer, a back up file is also installed that contains the factory defaults for tunes. This folder resides on your computer in the same place that you selected to have the Program files stored. The default location is your Local Disk (C:/ Program Files). The folder is named **ezManager Max / My Files / Pump Defaults**. The file for the original tune is **Fur Elise**.

To access these original files, click **Open** on the Upload Tunes pop up window.

Note: Uploading the factory default files will overwrite the tunes that are currently loaded on the pump.



The **Reports** tab lets you generate several Reports based on data you have downloaded from the pump and BG meter, and any data you have manually entered into the Program.



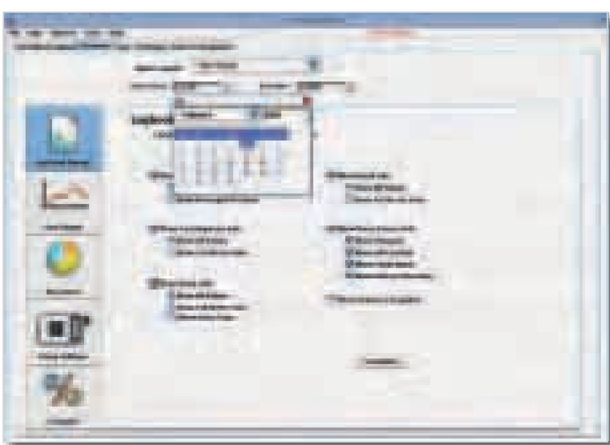
All Reports (except the Logbook Report and Pump Settings Reports) will display a legend at the bottom. The first three rows in the legend will display pump settings for the User Account that is opened, including Insulin to Carb (I:C) ratios, Insulin Sensitivity Factors (ISF) and BG Targets, for different times of day. This information will be included in Reports only after a pump has been downloaded for a particular User Account.

The last row in the legend displays the Treatment Goals that were set up when the User Account was created. If the Treatment Goals were not changed when the User Account was created, the default Program Treatment Goals will be displayed.

Note: Reports can be saved in several different formats, including .pdf, .html, .csv and .xls files. Due to the complexity of formatting Reports, it is recommended you save Reports only as .pdf files. This file format will help ensure the best quality for viewing and printing reports. To save an existing file in a different format, open a Report and click **Save**. On the Save File pop up window, name the file and select a file type from the drop down menu. Click **Save** to save the file to the desired location.

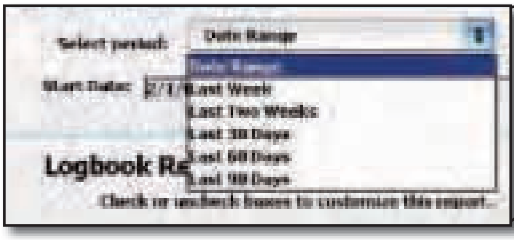
Selecting a Date Range

The Date Range will determine how many days are covered in Reports and Logs. Once you have opened a User Account, you can select the Date Range two different ways.

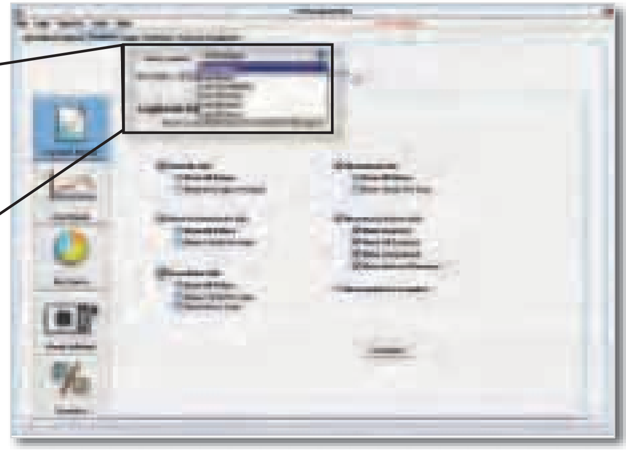


a. To **select a custom date range**, click the drop down box next to the start date to display the current month calendar. Select a start date by clicking a calendar day. Clicking the drop down box next to the month or year allows you to move forward or backward in time. Select an end date by clicking another calendar day.

b. To **select a pre-set time period**, click the drop down box next to “Select Period” and choose from the pre-set time periods available.



Available pre-set time periods



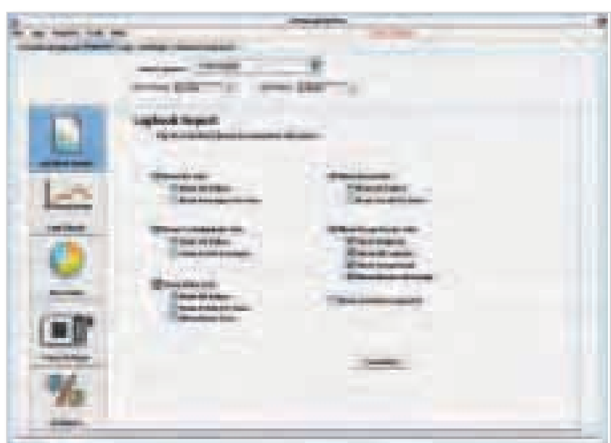
Note: Once you select a Date Range, it applies for as long as you have the Program open, even if you switch to another User Account. You can change the Date Range each time you open a new User Account, if you wish. Once you close the Program and re-open it, the default Program Date Range will be used (last 7 days). The Logbook Report displays only complete 24-hour periods. So if you select a Date Range that includes the current day, that data will not appear.

Logbook Report

The Logbook Report includes any or all of the following:

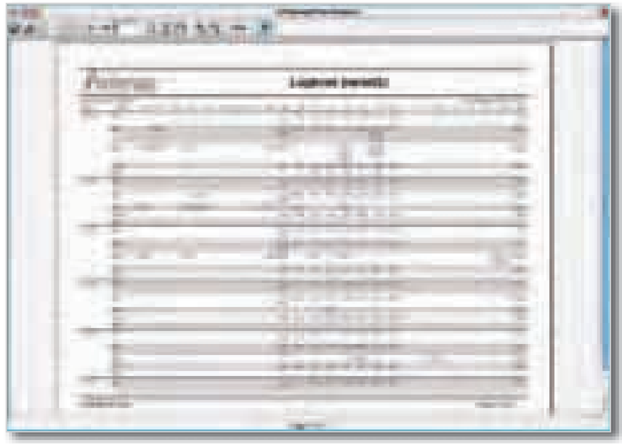
- BG information
- Carbohydrate information
- Bolus information
- Basal information
- Pump Event information
- Statistical information

1. Login to the Program and open the desired User Account.
2. Click the **Reports tab**.
3. Select the desired **Date Range.**
4. Click the **Logbook Report icon**.



5. The Logbook Report will display the information as designated by the checked boxes. To **customize how data are displayed on the Logbook Report**, check or uncheck the items as desired.

6. Once you are satisfied with your settings, click **Generate**. The longer the Date Range you select, the longer it will take to generate the Report. For example, a Report covering a month of data will take longer to generate than a Report covering only a week of data.

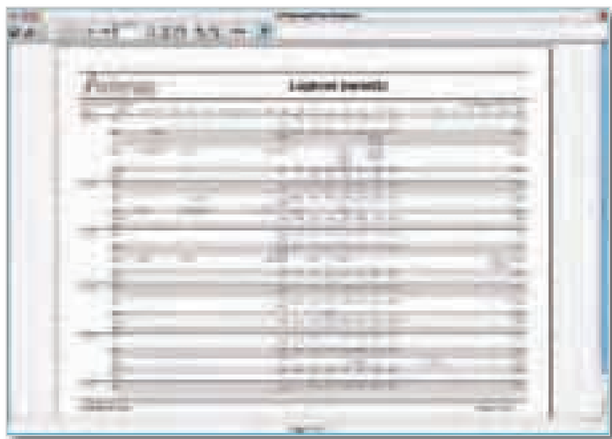


7. To **save the report**, click the **Save icon** at the top left of the Report screen.

8. To **print the report**, click the **Printer icon** at the top left of the Report screen.

When you **view Reports on your computer screen**, you can use the scroll bars on the bottom and at the right to adjust the viewing area. You can also **change the viewing size** by clicking the Zoom Ratio drop down box, or by using the **Fit Page icons** at the top of the Report screen. To **move through multiple pages of a Report**, click the forward and backward arrows at the top left of the Report screen.

You can **view additional "hidden" information** that might be helpful by simply placing your cursor over a value *without clicking the value*.



For example, if you place your cursor over a BG, Basal or Carbohydrate value, the **time the value was recorded will be displayed**.

If you place your cursor over a Pump Event, the **time and type of event that was recorded** will be displayed.

Logbook abbreviations:

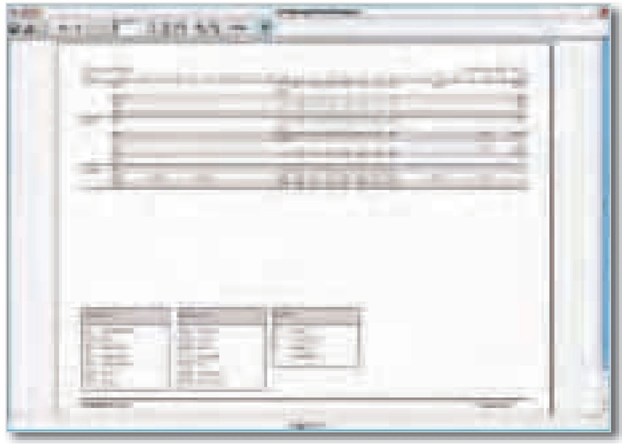
Record Types	
Abbreviations	**Definition**
Rec	Record Type
BOL	Bolus record
BOT	Bolus Type record
BGT	BG Type record
CHO	Carbohydrate record
BAS	Basal record
EVT	Event record

Bolus Types	
Abbreviations	**Definition**
INJ	Manual Injection
NOR	Normal Bolus
AUD	Audio Bolus
EXT	Extended Bolus
EBG	ezBG generated Bolus
CSN	ezCarb→Normal
CSE	ezCarb→Extended

Event Record Types	
Abbreviations	**Definition**
S	Suspend
F	Fill Cannula
T	Temp Basal
A	Alarm

The **bottom row** of the Logbook Report shows **averages for each time slot** for BG, Bolus, and Carbohydrate values.

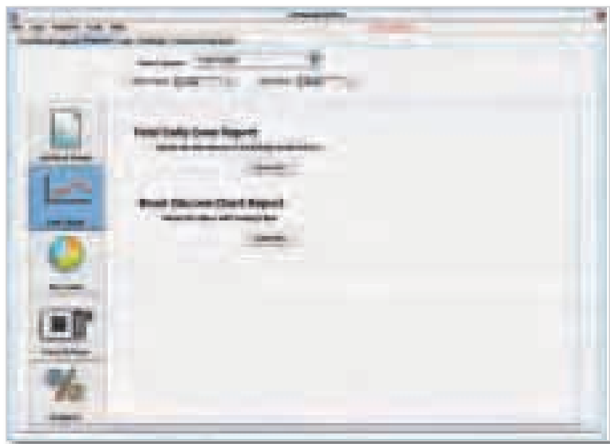
The **far right column** of the Logbook Report shows **totals for each day** for Bolus, Basal and Carbohydrate values. The **BG value in the far right column** shows the average BG for that day.



Line Chart Reports

1. Login to the Program and open the desired User Account.
2. Click the **Reports tab**.
3. Select the desired **Date Range**.
4. Click the **Line Charts icon**.

Two Line Chart Reports are available, the Total Daily Dose Report and the Blood Glucose Chart Report.

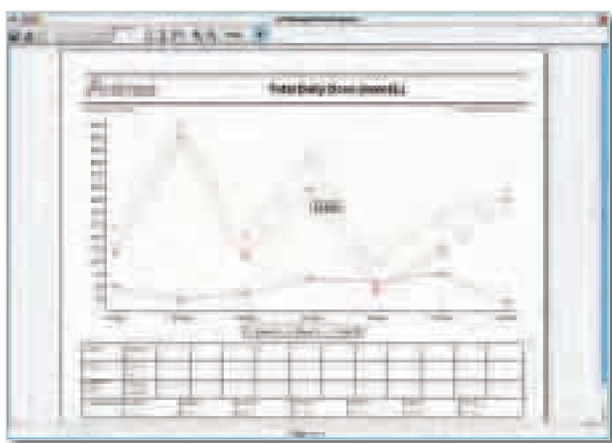


Total Daily Dose Report

The Total Daily Dose report displays basal, bolus, and total (basal plus bolus) insulin per day. **Only data that have been downloaded from the pump will show in this Report. Data downloaded from another device or that have been entered manually into the Program via the Insulin Log <u>will not</u> be displayed on this Report.**

1. Double check the User Account selected and Date Range.
2. Click **Generate** to create the report.
3. To **save the report**, click the **Save icon** at the top of the Report screen.
4. To **print the report**, click the **Printer icon** at the top of the Report screen.

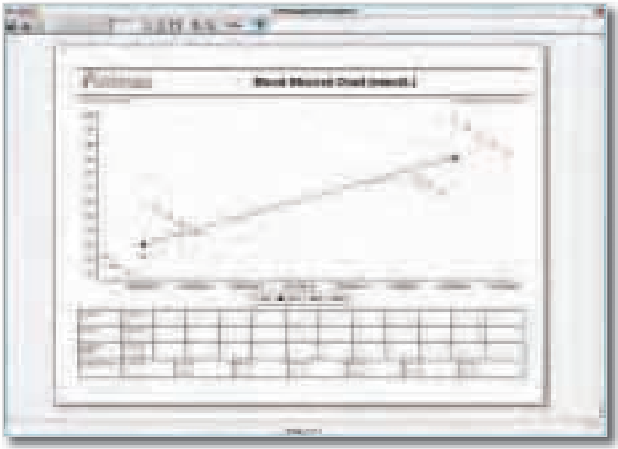
You can **view additional "hidden" information** that might be helpful by simply placing your cursor over a value *without clicking the value.*



Blood Glucose Chart Report

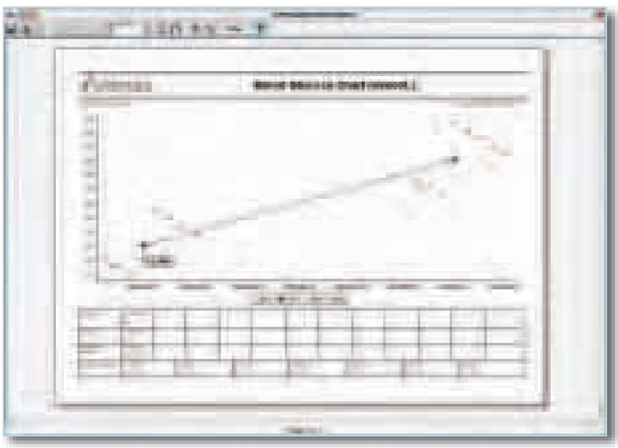
The Blood Glucose Chart Report displays actual BG values and the average daily BG level. BG values are color coded to correspond with the Treatment Goals shown at the bottom of the Report. Red triangles (pointing up) indicate a BG value above Treatment Goals. Green circles indicate BG values within Treatment Goals. Blue triangles (pointing down) indicate BG values below Treatment Goals. Black squares (connected with a black line) represent the average daily BG level. If only 1 day is selected for the Date Range, a single black square will appear.

1. Double check the User Account selected and Date Range.
2. Click **Generate** to create the report.
3. To **save the report**, click the **Save icon** at the top of the Report screen.
4. To **print the report**, click the **Printer icon** at the top of the Report screen.

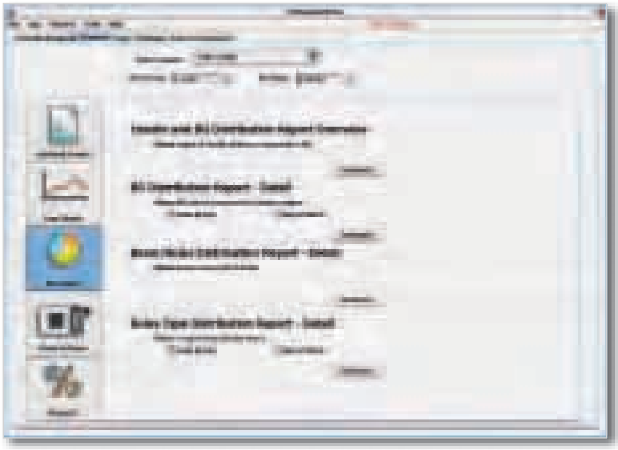


By **viewing the Report on your computer or by printing the Report**, you can **quickly see how BG values compare to the Treatment Goals** in the legend at the bottom of the page.

You can **view additional "hidden" information** by placing your cursor over a data point *without clicking on the data point*.



Pie Chart Reports

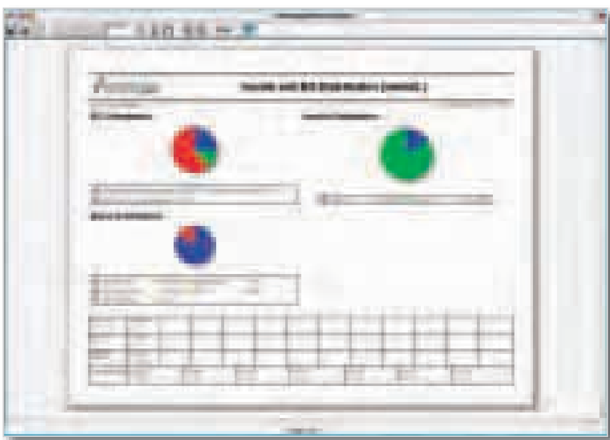


1. Login to the Program and open the desired User Account.
2. Click the **Reports tab**.
3. Select the desired **Date Range**.
4. Click the **Pie Charts icon**.

Four Pie Chart Reports are available. Two Reports offer the option of viewing by time of day, or by day of the week.

Insulin and BG Distribution Report - Overview

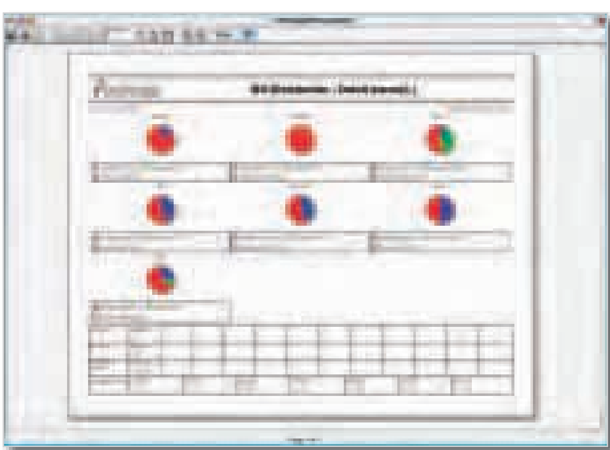
The Insulin and BG Distribution Report Overview displays three color-coded pie chart reports: BG Distribution (values compared to Treatment Goals), Insulin Distribution (basal v. bolus), and Bolus Distribution (types of bolus deliveries). Actual percentages and the number of records that make up those percentages are displayed below each pie chart.



1. Double check the User Account selected and Date Range.
2. Click **Generate** to create the report.
3. To save the report, click the **Save icon** at the top of the Report screen.
4. To print the report, click the **Printer icon** at the top of the Report screen.

BG Distribution Report - Detail

The BG Distribution Report displays BG values as compared to Treatment Goals. You can view the data either by time of day, or day of the week. Actual percentages and the number of records that make up those percentages are displayed below each pie chart.

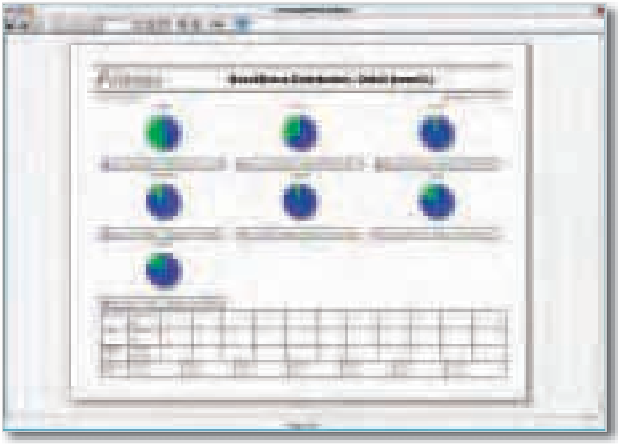


1. Double check the User Account selected and Date Range.
2. Select the desired option for display by time of day, or day of the week.
3. Click **Generate** to create the report.
4. To save the report, click the **Save icon** at the top of the Report screen.
5. To print the report, click the **Printer icon** at the top of the Report screen.

Basal/Bolus Distribution Report - Detail

The Basal/Bolus Distribution Report displays basal delivery amounts compared to bolus delivery amounts for each day of the week. Actual percentages and the number of records that make up those percentages are displayed below each pie chart.

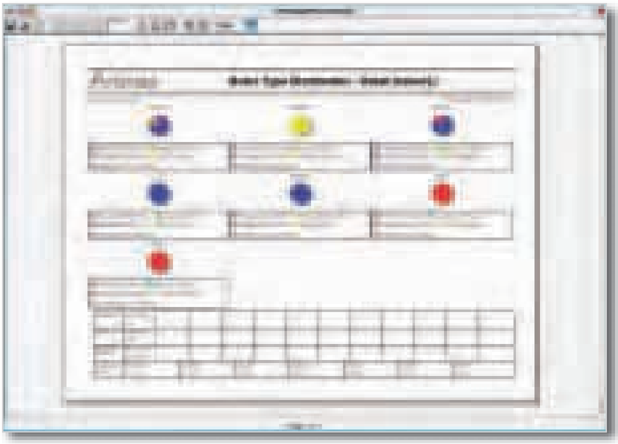
1. Double check the User Account selected and Date Range.
2. Click **Generate** to create the report.
3. To save the report, click the **Save icon** at the top of the Report screen.
4. To print the report, click the **Printer icon** at the top of the Report screen.



Bolus Type Distribution Report-Detail

The Bolus Type Distribution Report displays a comparison of bolus types. You can view the data either by time of day, or by day of the week. Actual percentages and the number of records that make up those percentages are displayed below each pie chart.

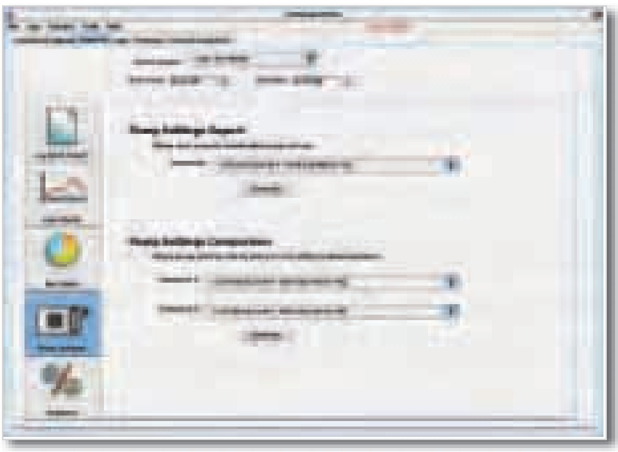
1. Double check the User Account selected and Date Range.
2. Select the desired option of time of day, or day of the week.
3. Click **Generate** to create the report.
4. To save the report, click the **Save icon** at the top of the Report screen.
5. To print the report, click the **Printer icon** at the top of the Report screen.



Pump Settings Reports

The Pump Settings Reports display the settings downloaded from the pump, either from a single download or as a comparison from two different download dates.

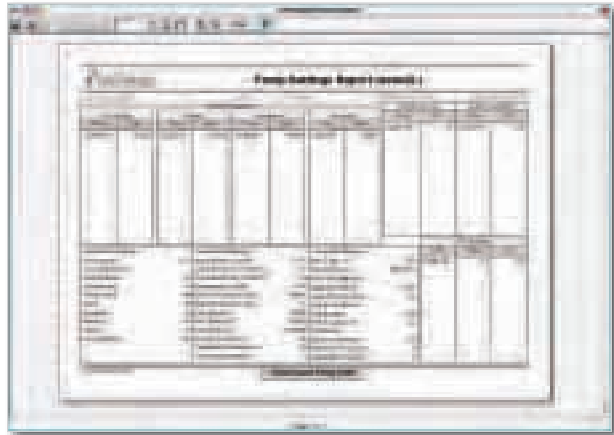
1. Login to the Program and select the desired User Account.
2. Click the **Reports tab**.
3. Select the desired **Date Range**.
4. Click the **Pump Settings Report icon**.



Pump Settings Report

The Pump Settings Report displays the pump settings from a single download of the pump.

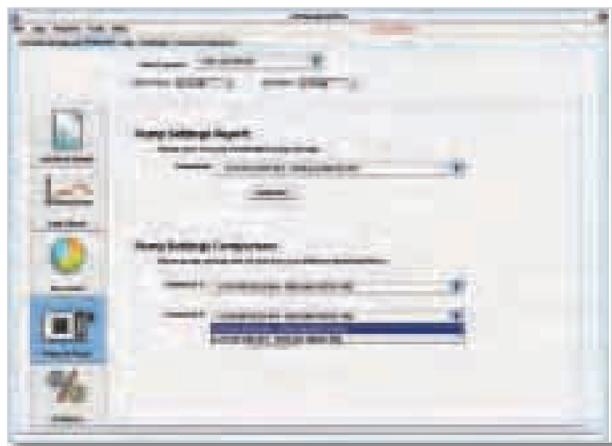
1. Double check the User Account selected and Date Range.
2. From the drop down box, select the desired download date.
3. Click **Generate** to create the report.
4. To save the report, click the **Save icon** at the top of the Report screen.
5. To print the report, click the **Printer icon** at the top of the Report screen.

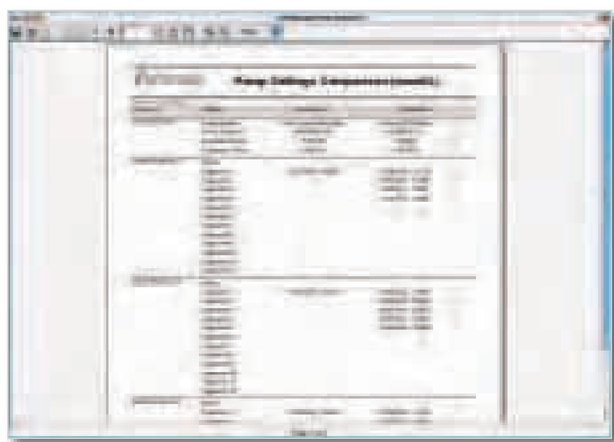


Pump Settings Comparison Report

The Pump Settings Comparison Report compares pump settings downloaded at two different times, and indicates with a red “X” if settings changed from one download to the next.

1. Double check the User Account selected and Date Range.
2. From the Download 1 drop down box, select the desired download date.
3. From the Download 2 drop down box, select the desired download date.
4. Click **Generate**.
5. To save the report, click the **Save icon** at the top of the Report screen.
6. To print the report, click the **Printer icon** at the top of the Report screen.

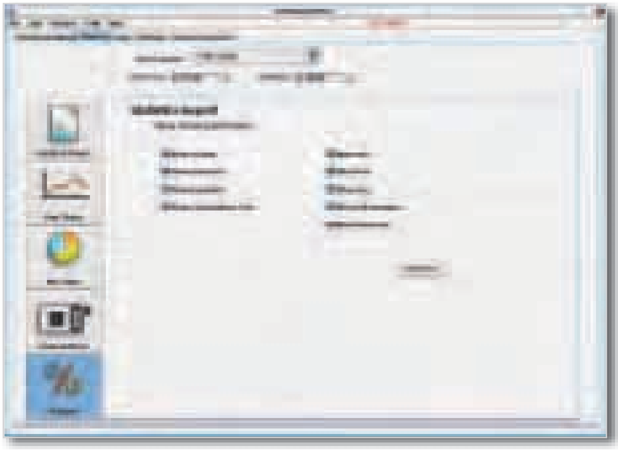


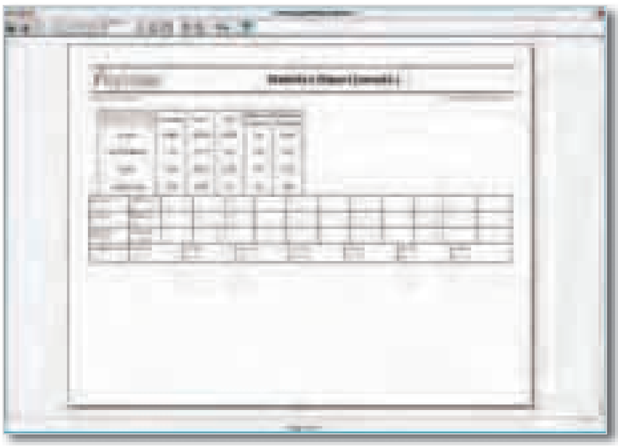


Statistics Report

The Statistics Report displays statistical information on the data types you select. Choose which data categories are displayed by clicking the boxes in the left column. Select which statistical information is displayed by clicking the boxes in the right column.

1. Login to the Program and select the desired User Account.
2. Click the **Reports tab**.
3. Select the desired **Date Range**.
4. Click the **Statistics Report icon**.
5. Customize the data to be displayed by checking or unchecking the boxes.
6. Click **Generate** to create the report.
7. To save the report, click the **Save icon** at the top of the Report screen.
8. To print the report, click the **Printer icon** at the top of the Report screen.



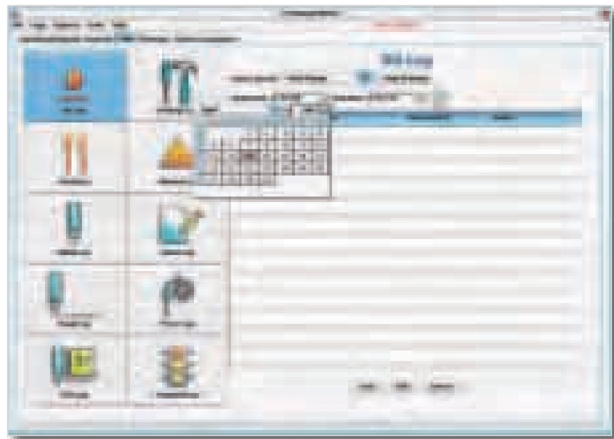


Logs Tab

The **Logs tab** lets you view downloaded data from a BG meter and pump, along with any manually entered data, in a simple tabular (rows and columns) format. **Only manually entered data can be edited or deleted. Data that is downloaded from a pump or BG meter cannot be edited or deleted**.

> **Note:** Logs can be saved in several different formats, including .pdf, .html, .csv and .xls files. To save an existing file in a different format, open a Log and click **Save**. On the Save File pop up window, name the file and select a file type from the drop down menu. Click **Save** to save the file to the desired location. File formatting may not be preserved when converting one file type to another. You may need to reformat the new (.csv or .xls) file so the columns and rows are consistent.

Duplicate Values



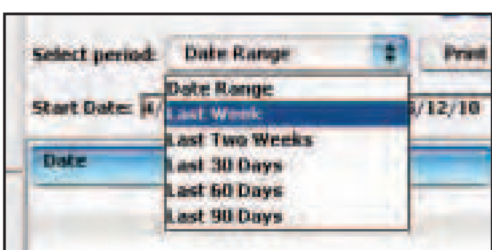
The Program will identify any duplicate records downloaded from a pump and BG meter, and store only one of those records in the Program Logs. BG data records are considered duplicates if the same data was recorded in the BG meter and pump within 3 minutes of one another, on the same day.

Selecting a Date Range

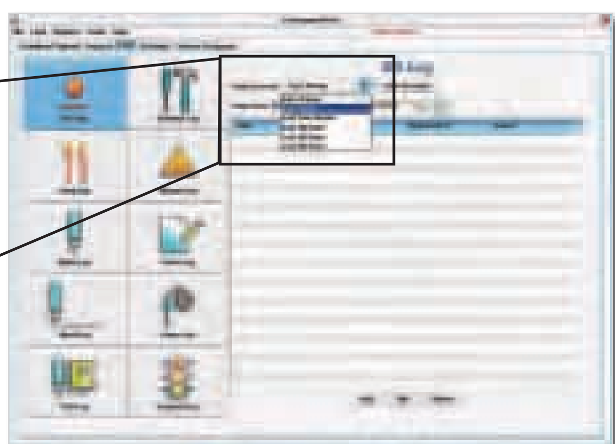
The Date Range you select will determine how many days are covered in Reports and Logs. Once you have opened a User Account, you can select the Date Range two different ways.

a. To **select a Date Range**, click the drop down box next to the start date to display the current month calendar. Select a start date by clicking a calendar day. Clicking the drop down box next to the month or year allows you to move forward or backward in time. Select an end date by clicking another calendar day.

b. To **select a pre-set time period**, click the drop down box next to "Select Period" and choose from the pre-set time periods available.



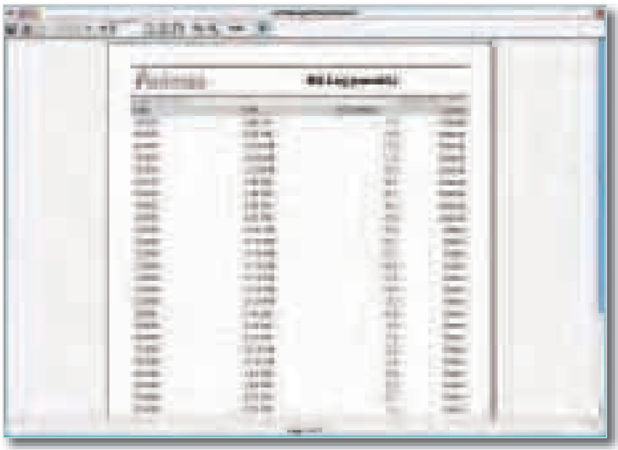
Available pre-set time periods



Note: Once you select a Date Range, it applies for as long as you have the Program open, even if you switch to another User Account. You can change the Date Range each time you open a new User Account, if you wish. Once you close the Program and re-open it, the default Program Date Range will be used (last 7 days).

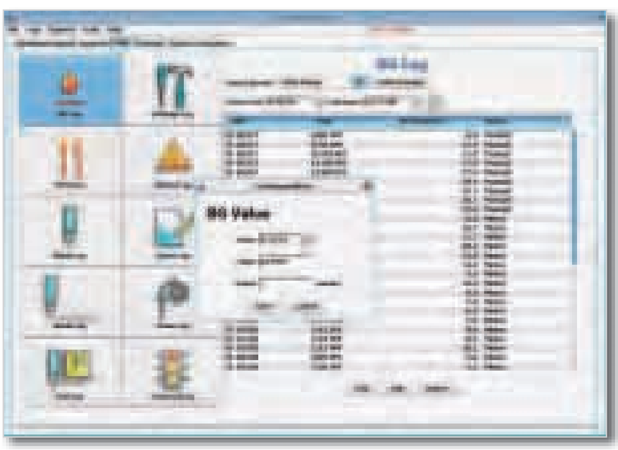
BG Log

BG data downloaded from a pump and BG meter will be displayed in the BG Log. You can manually enter BG data, and edit BG data on a limited basis in this Log.



1. Login to the Program and select the desired User Account.
2. On the **Logs tab**, click the **BG Log icon**.
3. Click the **Refresh** icon, if you change the Date Range.
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview** at the top right of the Log screen.
6. To save the Log, click the **Save icon** at the top left of the Print Preview screen.
7. To print the Log, click the **Printer icon** at the top left of the Print Preview screen.

Add BG Log data



1. To manually enter BG information to the Log, click **Add**.
2. The **BG Value** window pops up.
3. Click the drop down box for the date and change as desired.
4. Click the time and date boxes and change as desired. **Be sure to leave a space after the time and then enter AM or PM, if you are using 12 hour time format.**
5. Enter the BG value into the value box.
6. Click **Save** to save the information or **Cancel** if you do not wish to save it.
7. The new data will immediately appear in the Log .

Edit BG Log data (manual BG entries only)

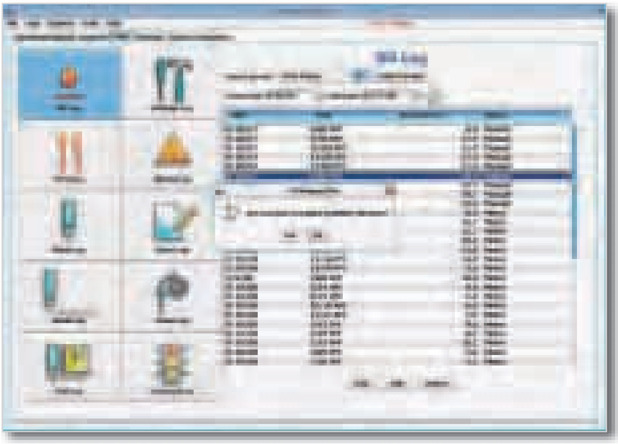
BG values that have been downloaded from a pump or BG meter cannot be edited or changed. These BG values have "pump" or "meter" in the Source column in the BG Log.

1. To edit a BG Log entry, highlight the desired value and click **Edit**.
2. The BG Value window pops up.
3. Change the information as desired and click **Save** to save the information or **Cancel** if you do not wish to save it.

Delete BG Log data (manual BG entries only)

Only manually entered BG values can be deleted. However, BG values that have been downloaded from a pump or BG meter can be excluded so they will not be used in calculating averages and displaying trends in Reports. See next section *Exclude BG Log data*.

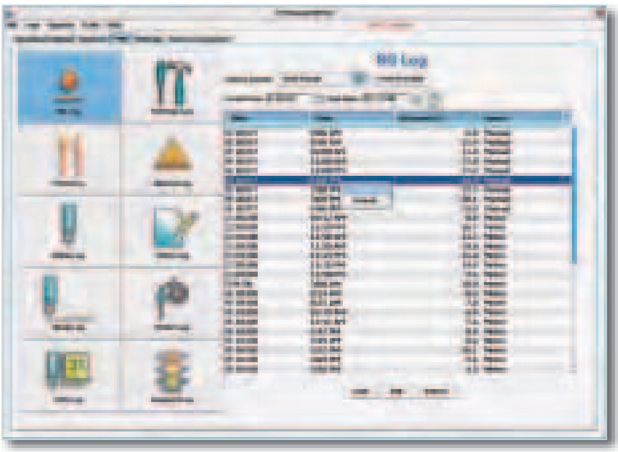
1. To delete a manual entry in the BG Log, highlight the desired row and click **Delete**.
2. When asked if you would like to delete this information, click **Yes** to delete or **No** to keep the information in the Log.
3. If you click **Yes** to delete, the entry is permanently deleted.

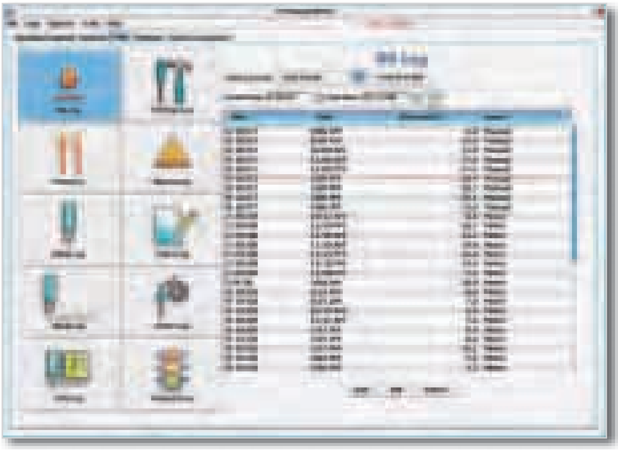


Exclude BG Log data

You can exclude downloaded BG values from being used in calculating averages and displaying trends in Reports. This may be helpful if you suspect a fingerstick check gave you a false result. For example, you might realize you forgot to wash your hands, causing a false inaccurate reading, and a subsequent fingerstick check provided a more accurate a value.

1. To exclude a BG Log entry, click the desired row to highlight it.
2. Right-click the highlighted row (Mac users should press the **Ctrl** key and click the highlighted row).





3. Click **Exclude**.
4. The row will display a red strike-through line and the value will not be used to calculate averages or display trends in Reports.

Include BG Log data

You can choose to re-include BG values that had been previously excluded.

1. Click the desired row to highlight it.
2. Right-click the highlighted row (Mac users should press the **Ctrl** key and click the highlighted row).
3. Click **Include**.
4. The red strike-through line will disappear and the value will be re-included to calculate averages and display trends in Reports.

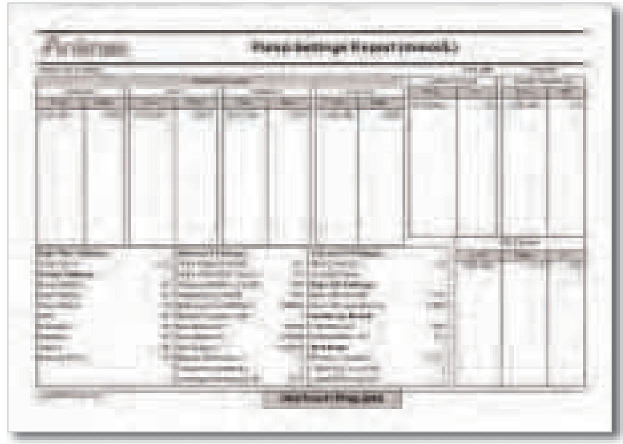
Pump Settings Log

Only data downloaded from a pump will show in the Pump Settings Log. Each download date and time, along with pump serial number and pump model will be displayed. **You cannot manually enter or edit data in this Log**.

1. Login to the Program and select the desired User Account.
2. On the **Logs tab**, click the **Settings Log icon**.
3. Select the desired **Date Range**.
4. Use the scroll bar on the right to move through the Log.
5. To view pump settings, **click the desired download row**.
6. Click **Print Preview**.

7. To save the Log, click the **Save icon** at the top left of the Print Preview screen.

8. To print the Log, click the **Printer icon** at the top left of the Print Preview screen.



Meal Log

Meal data downloaded from a pump will be displayed in the Meal Log. You can manually enter meal data, and edit meal data on a limited basis in this Log. **Meal records downloaded from a pump cannot be edited or deleted**.

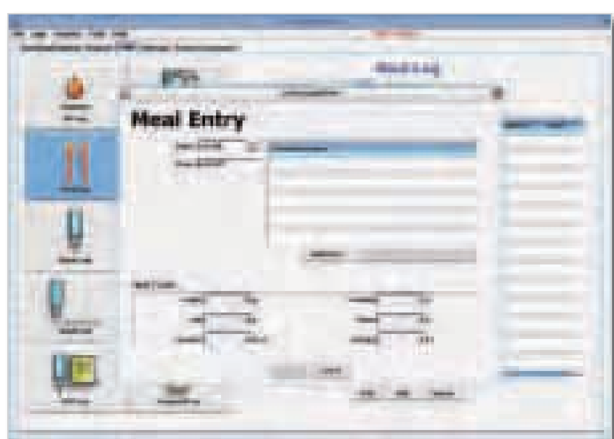
1. Login to the Program and select the desired User Account.
2. On the **Logs tab**, click the **Meal Log icon**.
3. Select the desired **Date Range**.
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview**.
6. To save the Log, click the **Save icon** at the top left of the Print Preview screen.
7. To print the Log, click the **Printer icon** at the top left of the Print Preview screen.

Adding Meal data

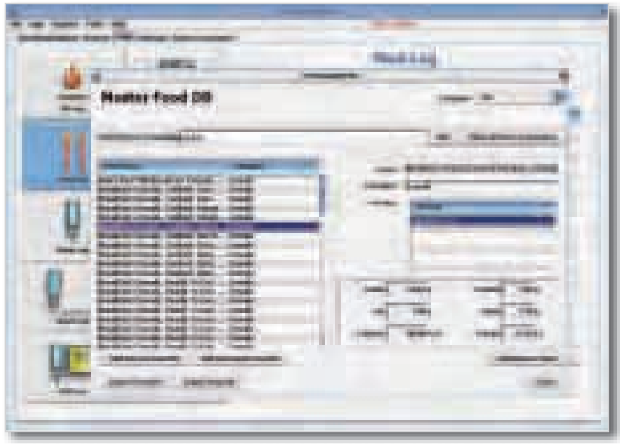
1. To manually add meal data, click **Add**.
2. The **Meal Entry** window pops up.
3. Select the date and time as desired.
4. Click **Add Entry**.
5. The **Master Food DB** window will pop up.

6. All foods in the database are listed alphabetically. **Select desired food item**. See next section *Searching the Master Food Database*.

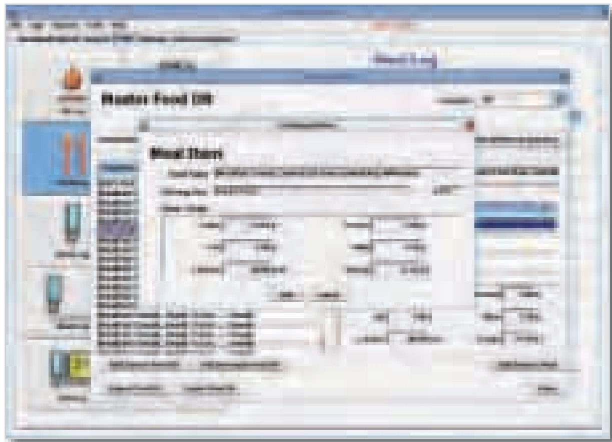
7. Foods with more than one serving size option will display the various serving sizes in the Serving box on the right. Click to highlight **the desired serving size**.



8. Click **Add Item to Meal**.



9. The **Meal Item** window pops up. If the actual serving size you have eaten is not an option, you can change the serving size using the multiplier field. The multiplier field increases or decreases the current serving size (and associated nutritional information) by whatever factor you enter in the box. For example, a multiplier of 2 will double the current serving size, while a multiplier of .5 will cut the current serving in half.



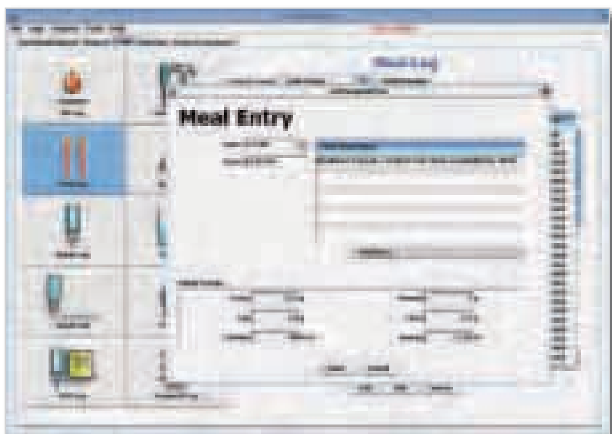
10. Click **Add**.

11. The **Meal Entry** window pops up. Review the information for accuracy.

12. If you wish to add more items to the Meal Log, click **Add Entry** and repeat these steps.

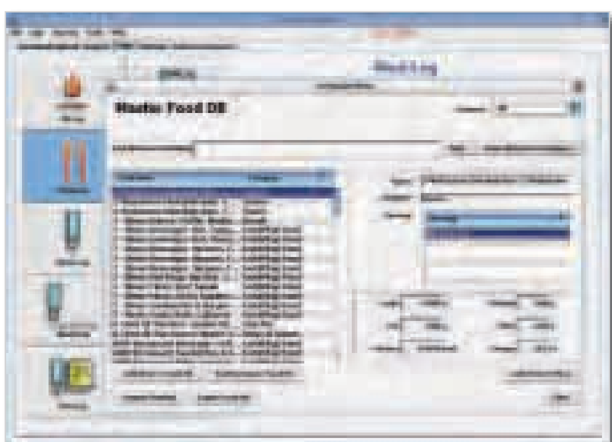
13. When you are finished adding meal data, click **Save**.

14. The item is immediately added to the Meal Log.



Searching the Master Food DB

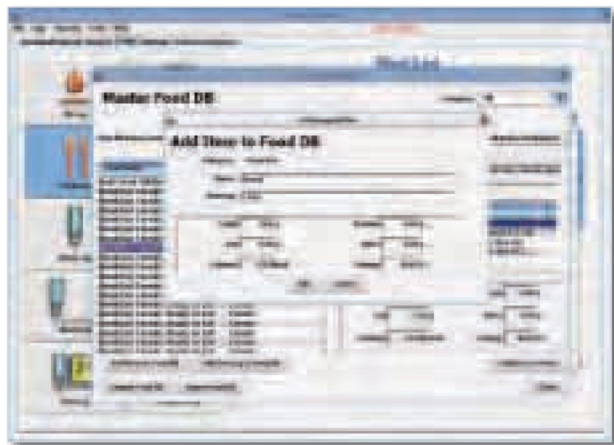
To **search foods** in database **by category**, click the category drop down box in the top right corner of the Master Food DB screen. Select the desired food item. Follow the steps above for adding meal data to the Meal Log.



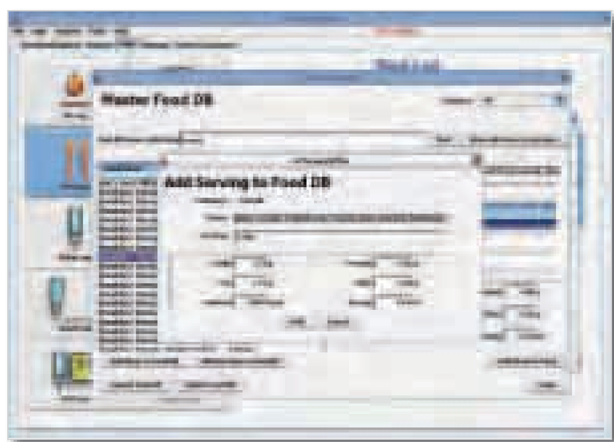
To **search food** items **by keyword**, enter a word (or simply a few letters) describing a food item into the **Find all items containing** box. Click **Find**. Your matches will be displayed in the food list. For example, if you typed in "fries", all food items containing the letters "fries" will be displayed. You can narrow your keyword search further by selecting a single category instead of "All" from the category drop down box. Select desired food item. Follow the steps above for adding meal data to the Meal Log.

Adding food items to the Master Food Database

To **add a new item** into the Master Food Database, click **Add Item to Food DB**. Enter the name of the food, serving size, and the nutritional information that corresponds to that serving. After checking that your entries are accurate, click **Add**. The entries will be automatically added to the Favorites category. They can also be added to your Meal Log by first clicking on the item, and then clicking **Add Item to Meal**.

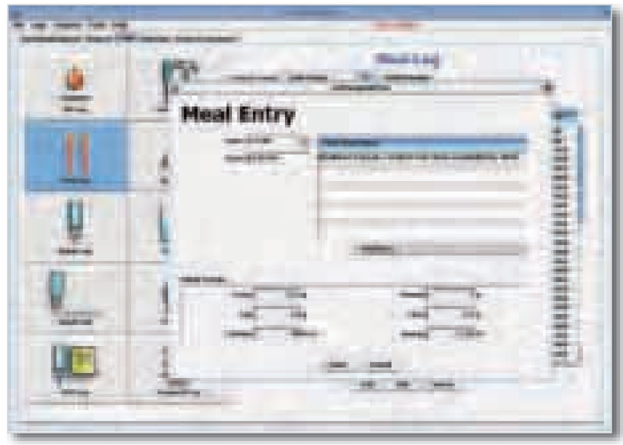


To **add an additional serving size** to an existing food item in the Master Food Database, click the desired food item, then click **Add Serving to Food DB**. The Add Serving to Food DB window will pop up. The field next to "Name" should match the name of the food to which you are adding on additional serving size. Enter the serving size, and the nutritional information. Click **Add** when you are finished.



Editing Meal data

Only manually entered meal records can be edited. These meal entries have “manual” in the Type column in the Meal Log. Meal Log entries that are downloaded from a pump (and cannot be edited) display “pump” in the Type column.



1. **Click the meal entry** you wish to edit.
2. Click **Edit**.
3. The **Meal Entry** window pops up.
4. Click the item in the **Food Item Name** window.
5. Click **Edit Entry**.
6. The **Meal Item** window pops up.
7. Edit the **name, serving size,** or **multiplier field**. Nutritional information cannot be edited.
8. Click **Save**.
9. The **Meal Entry** window is displayed. If desired, change the time and date by using the boxes at the top left of the screen.
10. Click **Save**.

Deleting Meal Data

Only manually entered meal records can be deleted. These meal entries have “manual” in the Type column in the Meal Log. Meal Log entries that are downloaded from a pump (and cannot be edited) have “pump” in the Type column.

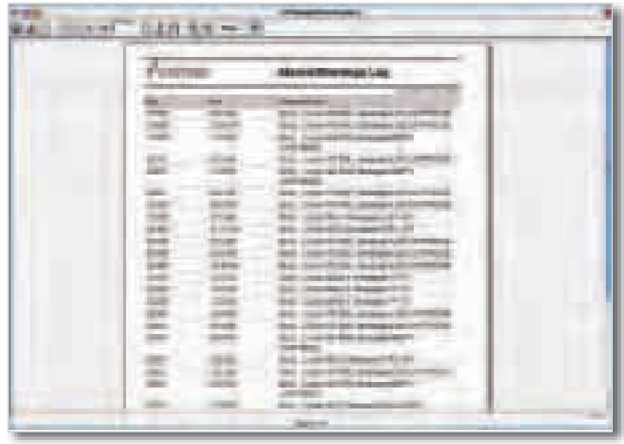
1. **Click the meal entry** you wish to delete.
2. Click **Delete**.
3. When asked if you would like to delete this information, click **Yes** to delete or No to keep the information in the Log.

Alarms Log

Only data downloaded from a pump will be displayed in the Alarms Log. Each Alarm and Warning, along with date, time and type is displayed. You cannot manually add, delete or edit data in this Log.

1. Login to the Program and open the desired User Account.
2. On the **Logs tab**, click the **Alarms Log icon**.
3. Click the **Refresh icon**, if you change the Date Range.

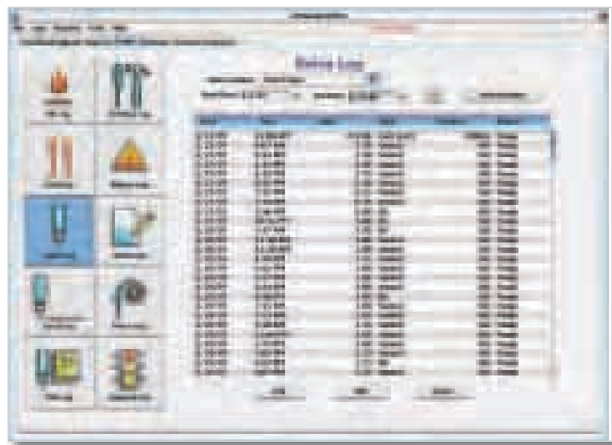
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview**.
6. To save the Log, click the **Save icon** at the top left of the **Print Preview** screen.
7. To print the Log, click the **Printer icon** at the top left of the **Print Preview** screen.

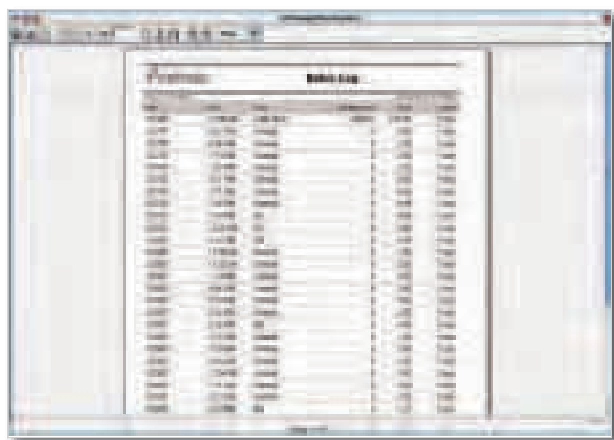


Bolus Log

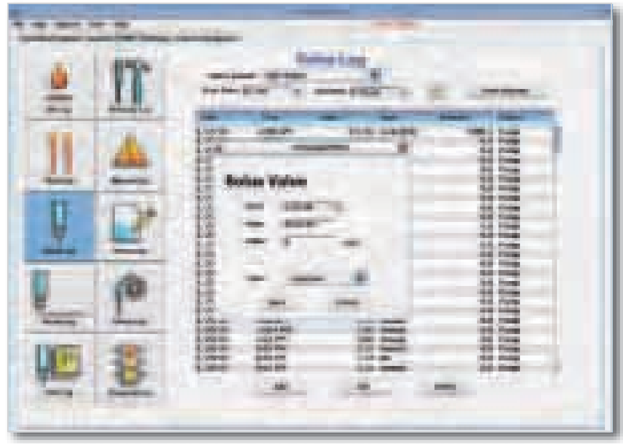
Bolus data downloaded from a pump will be displayed in the Bolus Log. Bolus records downloaded from the pump cannot be edited or deleted. Bolus Log entries that are downloaded from the pump (and cannot be edited) have “pump” in the Source column in the Bolus Log. You can manually enter bolus data, and edit bolus data on a limited basis in this Log.

1. Login to the Program and open the desired User Account.
2. On the **Logs tab**, click the **Bolus Log** icon.
3. Select the desired **Date Range**.
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview**.
6. To save the Log, click the **Save icon** at the top left of the **Print Preview** screen.
7. To print the Log, click the **Printer icon** at the top left of the **Print Preview** screen.



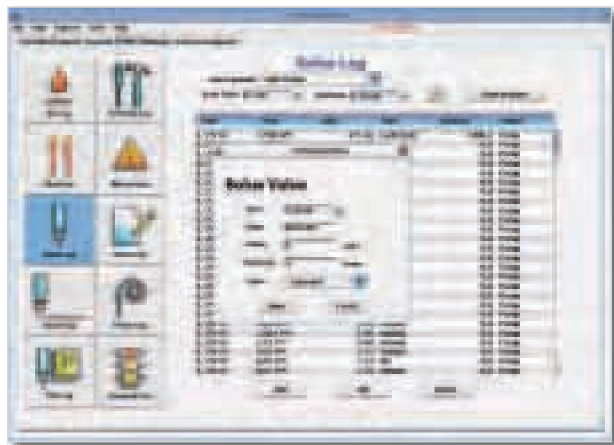


Adding Bolus Information



1. To manually add information to the Log, click **Add**.
2. The **Bolus Value** window pops up.
3. Click the drop down box for the date and change as desired.
4. Change the date and time as desired. **Be sure to leave a space after the time and enter AM or PM, if you are using 12 hour time format**.
5. Enter your bolus value into the value box.
6. Select the type of bolus from the drop down box.
7. Enter the duration of the bolus, if an Extended bolus was used.
8. Click **Save** to save the information or click **Cancel** if you do not wish to save it.
9. The new data will immediately appear in the Log .

Editing Bolus Information



Only manually entered bolus records can be edited. Bolus Log entries that are downloaded from a pump (and cannot be edited) have “pump” in the Source column in the Bolus Log.

1. To edit a manually entered bolus record, highlight the desired entry and click **Edit**.
2. The Bolus Value window pops up.
3. Change the information as desired and click **Save** to save the information or click **Cancel** if you do not wish to save it.

Deleting Bolus Information

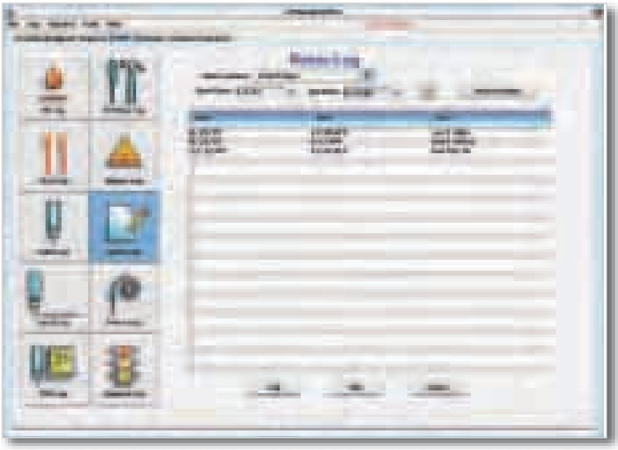
Only manually entered bolus records can be deleted. Bolus Log entries that are downloaded from a pump (and cannot be edited) have “pump” in the Source column in the Bolus Log.

1. To delete a bolus entry, highlight the desired entry and click **Delete**.
2. When asked if you would like to delete this information, click **Yes** to delete or **No** to keep the information in the Log.
3. The bolus information will be immediately and permanently deleted from the Log. The deleted records cannot be restored.

Notes Log

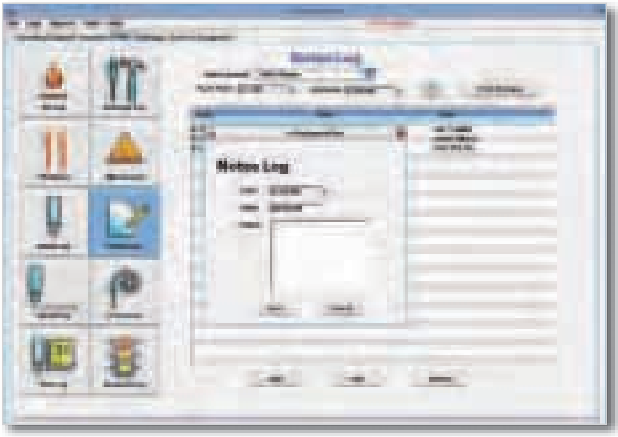
Only information you enter manually will be displayed in the Notes Log. You might use this Log to note things that may have affected BG readings or caused you to set a temporary basal rate, etc. For example, you might enter a note indicating that you had felt ill for a couple of days, which might have contributed to BG readings outside your target.

1. Login to the Program and open the desired User Account.
2. On the **Logs tab**, click the **Notes Log icon**.
3. Select the desired **Date Range**.
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview**.
6. To save the Log, click the **Save icon** at the top left of the **Print Preview** screen.
7. To print the Log, click the **Printer icon** at the top left of the **Print Preview** screen.

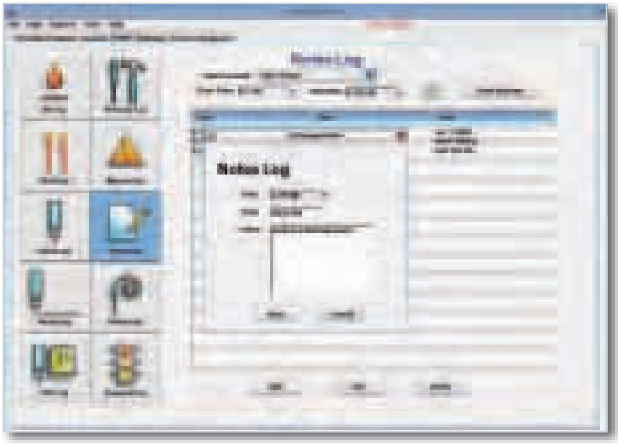


Adding Notes

1. To manually add information to the Log, click **Add**.
2. Click the drop down box for the date and change as desired.
3. Change the date and time as desired. **Be sure to leave a space after the time and enter AM or PM, if you are using 12 hour time format.**
4. Enter your note in the Note Box.
5. Click **Save** to save the information or **Cancel** if you do not wish to save it.
6. The new data will immediately appear in the Log.

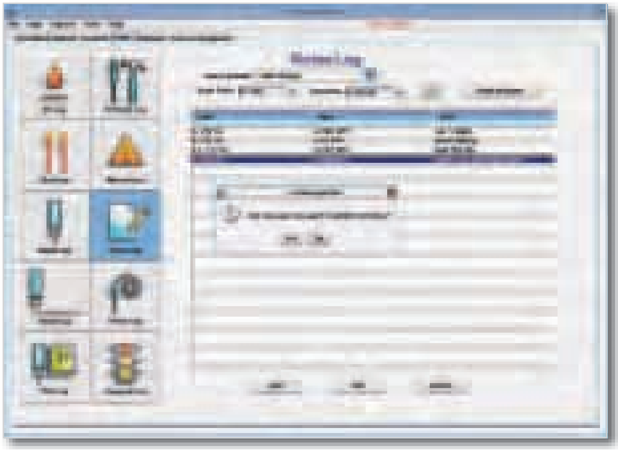


Editing Notes



1. To edit a note, highlight the desired note and click **Edit**.
2. Change the information as desired and click **Save** to save the information or **Cancel** if you do not wish to save it.

Deleting Notes



1. To delete a note, highlight the desired note and click **Delete**.
2. When asked if you would like to delete this information, click **Yes** to delete or **No** to keep the information in the Log.
3. The note will be immediately deleted from the Log.

Basal Log

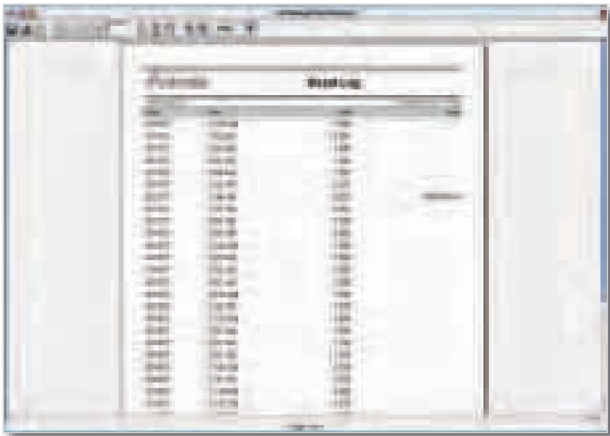
Only data downloaded from a pump will be displayed in the Basal Log. Each Basal rate change, along with date, time and type is displayed in this Log.

Note: The Basal Log shows basal rate changes only. To view basal deliveries, open the TDD (Total Daily Dose) Log. You cannot manually add, delete or edit data in this Log.

Note: When no basal is being delivered, the Basal Log will show an entry with 0 units. This can happen for the following reasons:

- Cartridge change
- Battery change
- Suspend
- Alarm
- Basal segment set to 0
- Basal edit screen accessed
- Prime menu accessed
- Loss of prime

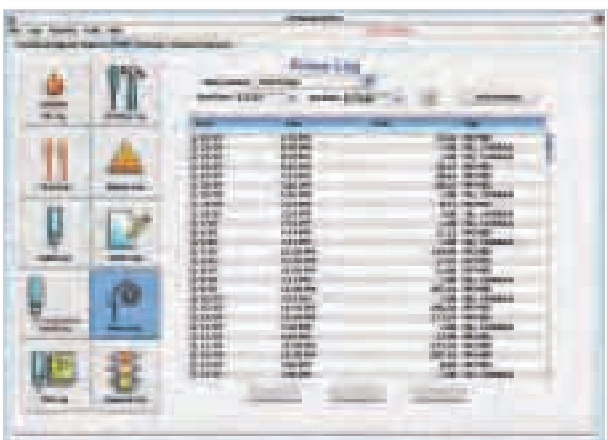
1. Login to the Program and open the desired User Account.
2. On the **Logs tab**, click the **Basal Log icon**.
3. Select the desired **Date Range**.
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview**.
6. To save the Log, click the **Save icon** at the top of the **Print Preview** screen.
7. To print the Log, click the **Printer icon** at the top left of the **Print Preview** screen.

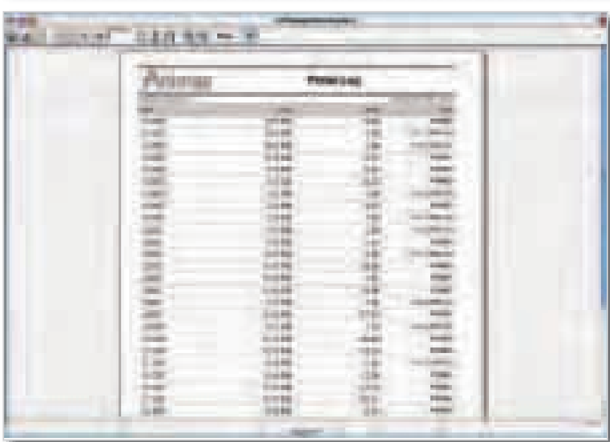


Prime Log

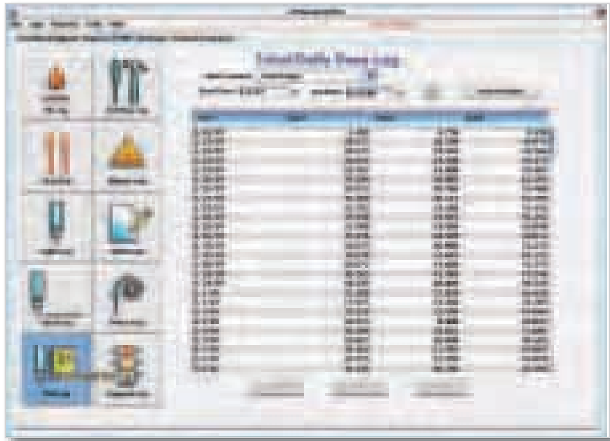
Only data downloaded from a pump will be displayed in the Prime Log. Each Prime and Fill Cannula event, along with the amount, date and time, is displayed. **You cannot manually add, delete or edit prime data in this Log**.

1. Login to the Program and open the desired User Account.
2. On the **Logs tab**, click the **Prime Log icon**.
3. Select the desired **Date Range**.
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview**.
6. To save the Log, click the **Save icon** at the top left of the **Print Preview** screen.
7. To print the Log, click the **Printer icon** at the top left of the **Print Preview** screen.



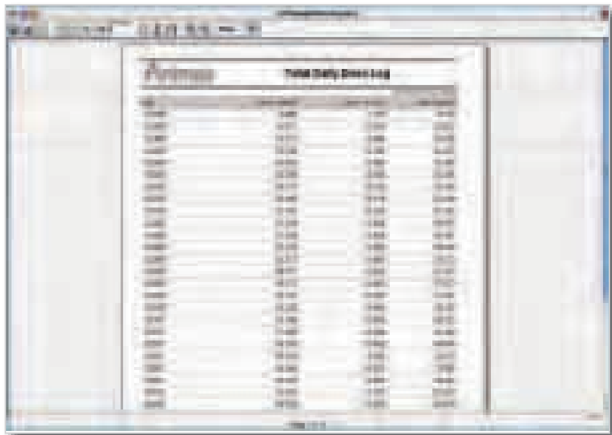


Total Daily Dose (TDD) Log

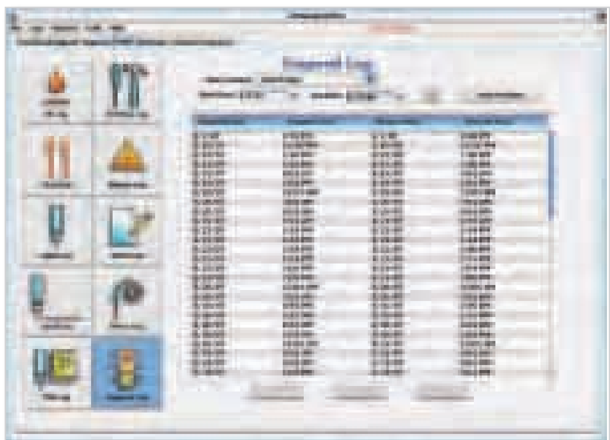


Only data downloaded from a pump will be displayed in the TDD Log. Each Total Daily Dose record, with basal and bolus insulin as well as date, is displayed. You cannot manually add, delete or edit data in this Log.

1. Login to on the Program and open the desired user Account.
2. On the **Logs tab**, click the **TDD icon**.
3. Select the desired **Date Range**.
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview**.
6. To save the Log, click the **Save icon** at the top left of the **Print Preview** screen.
7. To print the Log, click the **Printer icon** at the top left of the **Print Preview** screen.

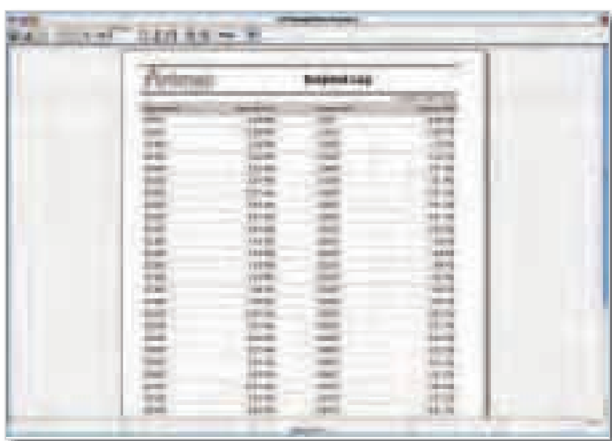


Suspend Log



Only data downloaded from a pump will be displayed in the Suspend Log. Each Suspend and Resume record, with time and date, is displayed. You cannot manually add, delete or edit data in this Log.

1. Login to the Program and open the desired User Account.
2. On the **Logs tab**, click the **Suspend Log icon**.
3. Select the desired **Date Range**.
4. Use the scroll bar on the right to move through the Log.
5. To view the Log as it will appear when printed, click **Print Preview**.
6. To save the Log, click the **Save icon** at the top left of the **Print Preview** screen.
7. To print the Log, click the **Printer icon** at the top left of the **Print Preview** screen.



Chapter 9: Custom Composer Tab

The **Custom Composer tab** lets you create custom tunes for the pump. These tunes can be used for certain alerts, reminders, warnings and alarms on the pump. Custom Composer can be used with the Animas® IR 1200 with software upgrade, Animas® 2020 and OneTouch® Ping® Insulin Pumps. The pump can play up to 25 notes (including pauses).

The keys at the bottom of the Program screen represent a virtual keyboard. You can create a unique tune by using your mouse to click the keys. As you click, the notes appear on the music staff (blank sheet of music at the top of the Program screen).

Note: The sound quality of tunes on your computer is likely to be richer than on the pump.

Creating a Custom Tune

Note: Be sure your computer speakers are turned on.

1. Login to the Program and open the desired User Account.
2. Click the **Custom Composer tab**.
3. Select the duration (length) to be used for notes and pauses (between notes) from the selections in the Duration box.
4. Click the desired key to select the notes. There are 3 octave selections.
5. Once you click a key, the note will appear on the staff and the note will play.
6. Continue to select notes to create a complete tune.
7. You can also insert a pause, or “rest” after a note. The duration you selected in step 3 applies to both notes and pauses. To insert a pause with a different duration, click the desired duration and click **Pause**. The pause symbol will appear on the staff.
8. If you would like to delete a note, click **Delete**. The last note or pause on the staff will be deleted. Continue to delete notes/pauses as needed.
9. To delete the entire tune, click **New**. A pop up window will ask you to confirm you wish to delete the current tune.
10. Once you have finished placing the notes on the staff, click **Play** to listen to your tune.

11. Once you have completed your tune, click **Save**. Name your file and save it as you normally would on your computer. The file will be saved as an .ezt (ez tunes) file and **cannot be opened by any program other than ezManager® MAX Diabetes Management Software**.

12. Follow the instructions in Chapter 6 for uploading the tune to the pump.

Changing a Tune from the Tunes Library

Note: If you change one of the tunes from the Program's Tunes Library, be sure to save it with a different file name. If you change a tune from the Tunes Library and do not save it with a different file name, you cannot restore the original tune.

1. Login to the Program and open the desired User Account.
2. Click the **Custom Composer tab**.
3. Click **Open**. A pop up window will ask you to confirm you wish to open a new tune.
4. Click **Tunes Library**.
5. Double click the desired tune file. The tune is now displayed on the Custom Composer screen.
6. Change the tune as desired using the virtual keyboard options described in the previous section.

Chapter 10: Tools Tab

The **Tools tab** lets you manage the size of the Program database by importing, exporting, and purging database records as desired. You may also use the **Tools tab** to customize the Master Food Database.

Exporting/Importing database records to/from the Program

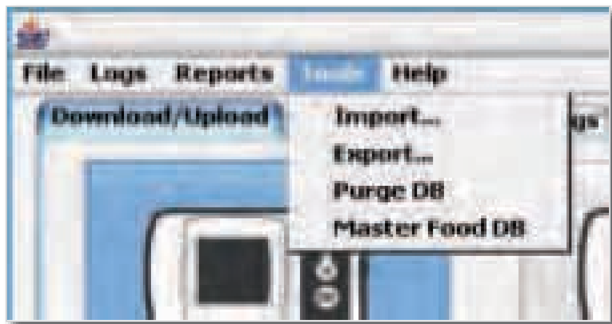
Note: ALL records for the User Account and Date Range selected will be exported, including pump settings.

Exported files can only be viewed once they are imported back into the Program. Your healthcare team may request the software (at no charge) from their local Animas® representative or by calling one of the appropriate telephone numbers for your region listed on the back cover of this User Guide. You may also save Program Logs and Reports as a .pdf or other file format that can be easily opened by others without having to install the Program.

Exporting database records (to be re-opened with the Program)

Program database records data can be exported into one highly compressed file. If you wish to password protect your file before sending via email, you should "zip" the exported file and password protect it. You can find information on "zipping" files by searching the internet.

1. Login to the Program and open the desired Account.
2. Click **Tools** on the Program screen Task Bar.
3. Click **Export**.



4. The Save File window will pop up. Specify a location to save the file.
5. Name your file and click **Save**.

8. A pop up window will appear confirming that the export is completed.

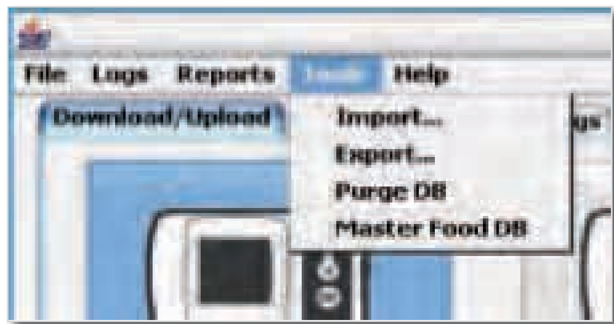
9. The resulting file name will have an .ezd (ez data) extension. You can attach this file to an email and send it to your healthcare team.

Importing database records (to be re-opened only with the Program)

Note: Be sure you have the correct User Account open before you import. ALL records for the User Account and Date Range selected will be imported, including pump settings.

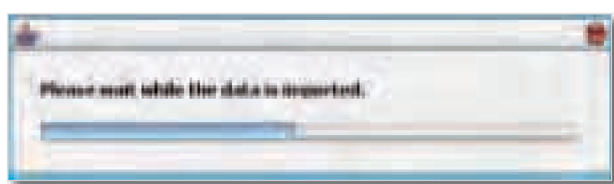
1. With the desired User Account open, click **Tools** on the Program screen Task Bar.

2. Click **Import**.



3. The Open File window will pop up. Double click the file you wish to import.

4. A progress bar will show the status of the import. The import process may take a few minutes.



5. A pop up window will appear confirming the Import is completed.

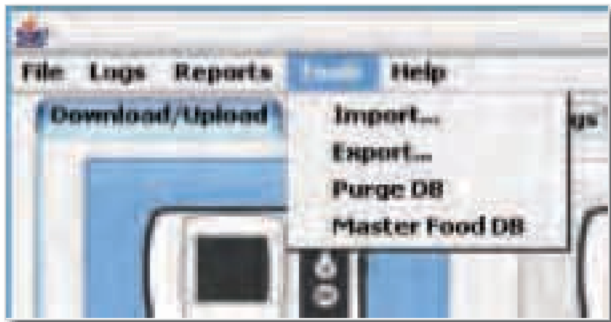
6. To view the data, select the Date Range that corresponds to the database records you have imported.

Purging the Program Database

The Program lets you manually purge (delete) all database records older than a specified date, in the event you need to free up space on your hard drive. Most people should rarely (if ever) use this feature because the Program stores a large number of records using only a small amount of hard drive space (memory). You can either purge records from a single User Account or from all User Accounts.

Note: If you purge records from the Program database, they are permanently deleted and cannot be restored.

1. With the desired User Account open, click Tools on the Program screen Task Bar.
2. Click **Purge DB**.



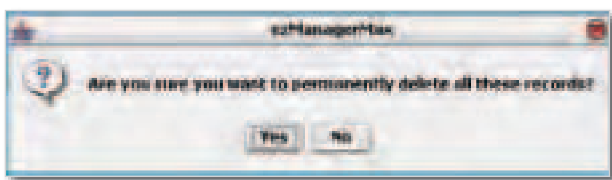
3. Select the date before which all records will be purged.

4. Select **delete records from the selected account** or **from all accounts**.

5. Click **Purge**.

6. A pop up window will appear asking you to confirm you wish to purge the records. Click **Yes** to continue.

7. This may take some time if you are purging a lot of records.



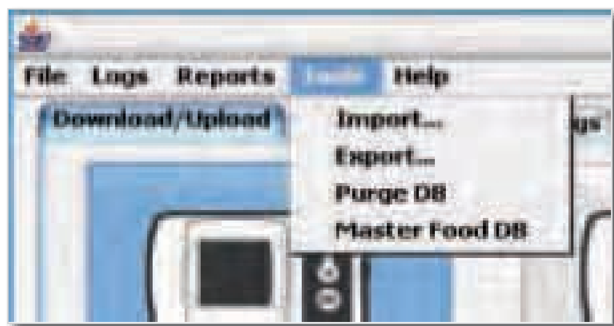
8. A pop up window will appear that confirms the Purge is completed. Click **OK**.

Customizing the Master Food Database

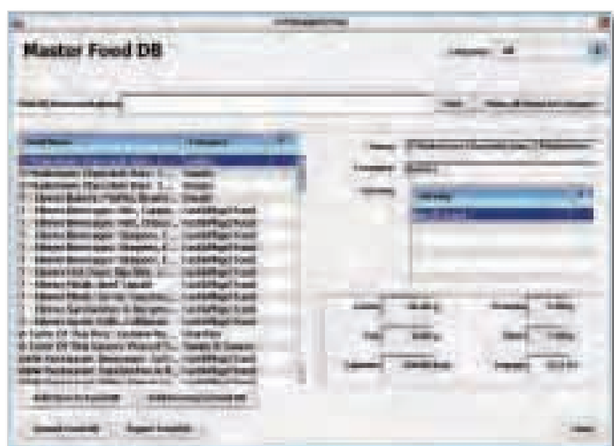
The Master Food Database is a single Program File that is available to everyone using the Program. Any changes you make to the Master Food Database will apply to anyone using the Program from that point forward, no matter which User Account is currently open. You can add your own food items to the Master Food Database, or add additional serving sizes to existing items. New food items can only be added to the Favorites category. You cannot delete food items from the Master Food Database.

Adding new food items to the Master Food Database

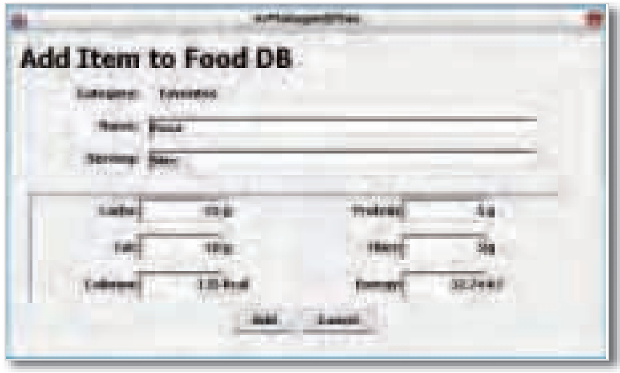
1. With any User Account open, click **Tools** on the Program screen Task Bar.
2. Click **Master Food DB**.



3. The **Master Food DB** window will pop up.
4. Click **Add Item to Food DB**. The **Add Item to Food DB** window will pop up.



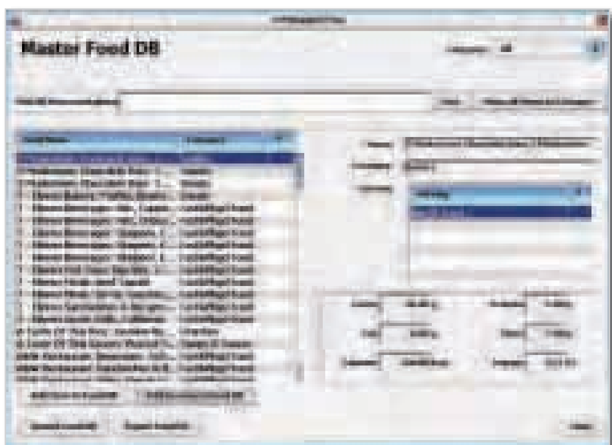
5. Add items as desired with nutritional information.
6. Click **Add**.



7. The Master Food DB window re-appears with the Favorites category displaying the item you have just added.
8. Repeat for additional items or click **Close** to exit.

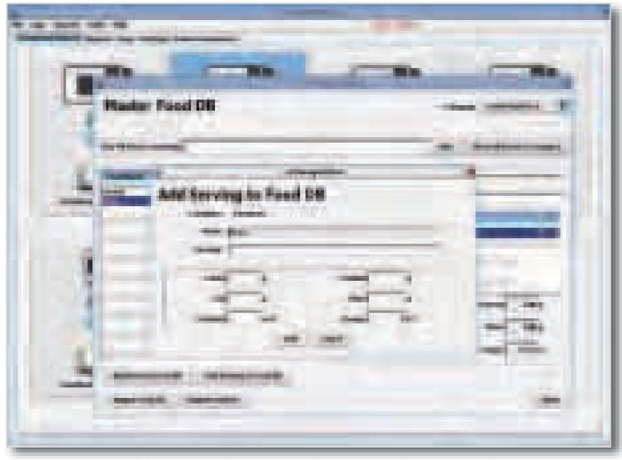
Adding serving sizes to the Master Food Database

1. With any User Account open, click **Tools** on the Program screen Task Bar.
2. Click **Master Food DB**.
3. The **Master Food DB** window will pop up.
4. Click the item for which you would like to add an additional serving size.
5. Click **Add Serving to Food DB**. The Add Serving to Food DB window will pop up.



6. Add the serving size as desired. You must also enter the corresponding nutritional information.

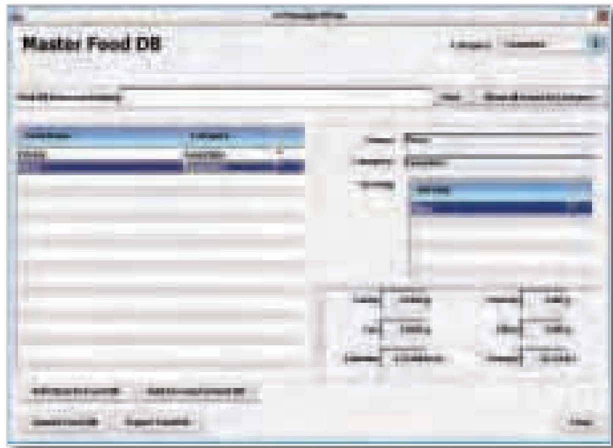
7. Click **Add**.



8. The **Master Food DB** window re-appears with the new serving size displayed to the right.

9. Check the serving size you have added and review the nutritional information for accuracy.

10. Repeat for additional items or click **Close** to exit.

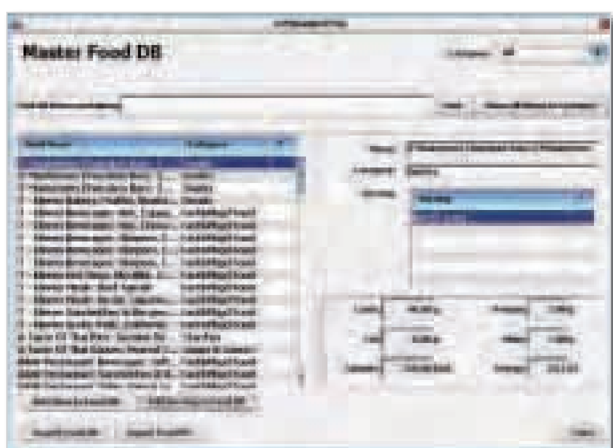


Exporting/Importing Master Food Database Files to/from the Program

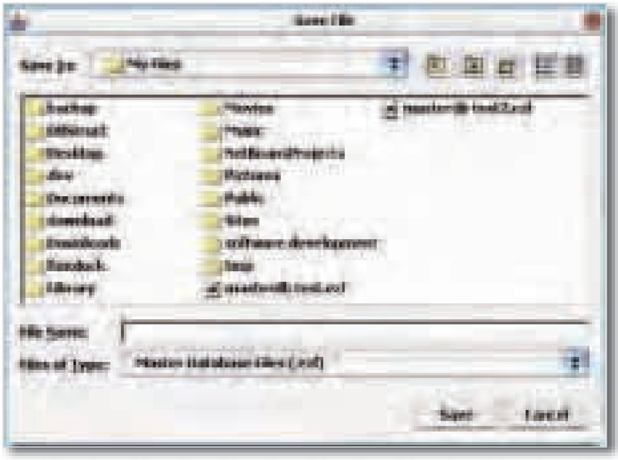
Exporting Master Food Database Files

The Master Food Database File can be exported in order to back-up the information or to transfer the file.

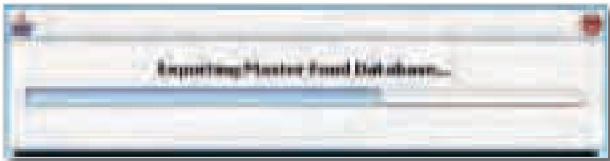
1. With any User Account open, click **Tools** on the Program screen Task Bar.
2. Click **Master Food DB**.
3. The **Master Food DB** window will pop up.
4. Click **Export Food DB**.



5. The Save File window will pop up. Specify a location to save the file.
6. Name your file and click **Save**. The file type should be .ezf.



7. A progress bar will show the status of the export. The export process may take a few minutes.



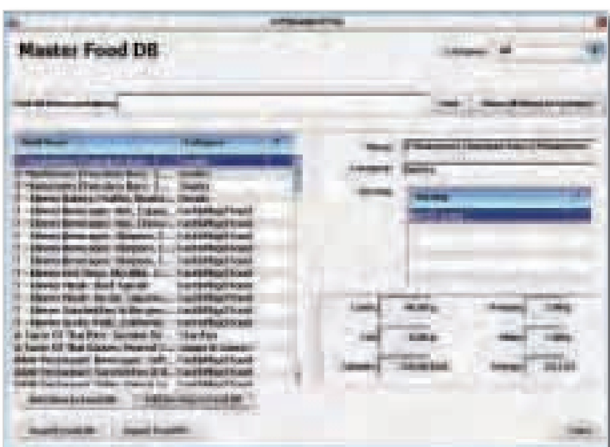
8. A pop up window will appear confirming the Export is completed.

Importing Master Food Database files

An existing Master Food Database file with a .ezf extension can be imported into the Program.

Note: Importing a Master Food Database file will replace the entire Master Food Database currently in the Program.

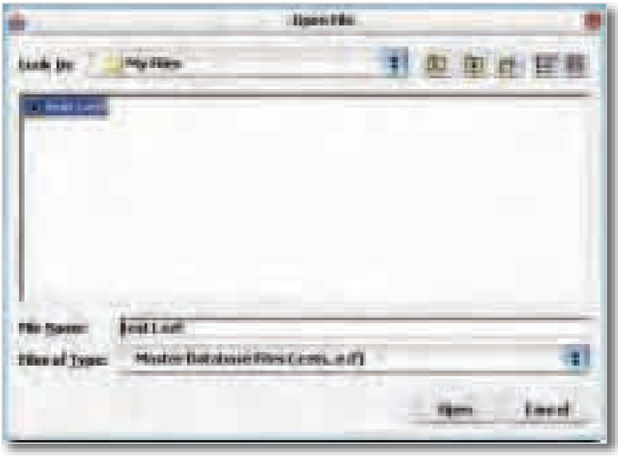
1. With any User Account open, click **Tools** on the Program screen Task Bar.
2. Click **Master Food DB**.
3. The **Master Food DB** window will pop up.
4. Click **Import Food DB**.



5. A pop up window will appear asking you to confirm you wish to import the master food database. Click **Yes** to continue.

6. The Open File window will pop up.

7. Double click the file you wish to import. The file type should be .ezf.



8. A progress bar will show the status of the import. The import process may take a few minutes.

9. A pop up window will appear confirming the Import is completed.

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